

JOB DESCRIPTION

Job Title: Electrician		Ref No:	JE Ref: G832
Department: Economy and Infrastructure		Band: 7	Location: Dumfries & Galloway
Responsible To:	Multi-Skilled Supervisor		
Responsible For:	Apprentice Electricians, as required		
Job Purpose:	Provision of full range of high quality and compliant Electrical Service to occupied and void Social Housing, Schools and Council properties.		
Main Responsibilities:	• Carry out various duties relative to installation and maintenance of electrical operations for reactive and planned maintenance throughout Dumfries and Galloway Region, ensuring compliance. • Certifying that notifiable electrical work carried out by Electricians is safe and compliant. • Maintain and upkeep knowledge of industry standards and requirements to ensure full compliance. • Ensuring that the results of inspection and testing are recorded correctly on the appropriate certificates or reports. • Ensuring that the premises, equipment, documentation and records are available for inspection when required by NICEIC or equivalent bodies. • Repair and maintenance of electrical installations within client properties for which Maintenance & Repairs Service has reactive and planned maintenance contracts. These properties include residential properties, Schools and Council Buildings. • Ensuring electrical installations within residential properties, Schools and Council Buildings are fit for purpose.		
Job Activities:	• Electrical Servicing on domestic and commercial appliances, which includes fans, lights, etc. • Certifying that notifiable work carried out by Electricians within the Maintenance and Repairs Service is safe, compliant and property recorded to industry Regulations. • Maintenance and repair of electrical installations / appliances, within various Social Landlord and Council properties • Fixed Electrical Testing / Electrical Installation Condition Reports • Fault finding / testing • Portable Appliance testing • Inspection and reporting • General electrical installation work, e.g. smoke/heat/CO Alarms, showers, etc • Preparation of void properties for Social Housing Clients to specified client re-let standards. • Basic activities in joinery, plumbing, tiling, plastering, decorating, roofing, fencing, groundworks, etc.		

	• Work within established customer timescales. • Unsocial working hours as required by workloads and on-call rota. • Such other work as directed by line manager.	
Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Facilities Manager	Date: April 2021

Jan 2012 //HR