FALKIRK COUNCIL

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council of the future

Job Profile

Job Title:	R & M Contracts Officer (Electrical)
Reporting to:	Electrical Co-Ordinator
Responsible for Line Management of:	Approved Electrician's, Electrician's and Apprentice Electrician's
Your Job is to:	You will monitor the quality of the maintenance service provided by our in-house Electrical team and advise the Electrical Co-Ordinator of any remedial actions required. You will also monitor the quality of the Electrical maintenance and servicing contracts together with all other Electrical works provided by our service providers, to ensure compliance with the contract conditions. You will organise and co-ordinate the day to day running of the resources of the Electrical section.
Grade:	H

What you will do :

Job Specific Tasks

1. As an R & M Contracts Officer (Niceic/Electrical), you will liaise directly with the NICEIC, monitor all certification for compliance with all regulations ensuring that the results of inspection and testing are recorded correctly on the appropriate certificates or reports. Be available for any audit conducted by NICEIC to ensure our membership remains.
2. Assist in the creation, review and maintenance of a 'Falkirk Council List of Approved Providers'. The R&M Contracts Officer (Niceic/Electrical) will be responsible for the supervision of the day to day operations of the Electrical maintenance and servicing contracts, including the ad-hoc repairs, renewals and replacements undertaken daily.
3. Monitor the quality of the Electrical maintenance and servicing contracts together with all other Electrical works provided by Electrical Service Providers, to ensure compliance with contract conditions. Ensure all certification is full, correct and verification of content. Incorrect certificates will be returned to contractor for rectification.
4. Complete SOR's and day work claims, ensure all work is carried out to a high standard, accurately, and all labour/material is recorded. Assist in the resolution of emergency situations arising in relation to the provision of the service. Work to timescales and deadlines ensuring that work is carried out in compliance with set targets, specifications, and safe working practices.
5. Ensure that the departments responsibilities in relation to electrical safety are achieved by implementing and promoting constant adherence and reference to the current edition of BS7671 IET Wiring Regulations.

Ensure that the departments responsibilities in relation to health and safety are achieved by implementing and promoting safe working practices at all times.

6. Advise the Electrical Co-ordinator on a regular basis of any specific training needs for our staff, and where necessary the Service Providers. The R&M Contracts Officer (Electrical) will require to make contact with Service Provider staff to discuss problems on site, issue instruction and point out areas of unsatisfactory workmanship.
7. Assist in the review of resources and working practices within the Electrical section recommending changes to improve service delivery and assisting in the day to day implementation of such changes , as appropriate, ensuring compliance with statutory or service requirements and that resources are effectively deployed.
8. Responsible for monitoring, allocating and deploying resources to assist Electrical Contract officers and Electrical Coordinator ensuring that service provision complies with statuary obligations and service delivery targets. Will obtain quotes from the approved service provider's to ensure compliance. Will monitor and report on relevant maintenance budgets.
9. Investigate and report on complaints and enquiries from, for example, elected members or members of the public to enable the Electrical Coordinator to investigate appropriate action as necessary.
10. Liase with stores personnel to ensure the day to day provision and timeous delivery of appropriate materials necessary to maintain effective service delivery, liaise with fleet management to organise effective transport.

Job Demands

1. You will be depot based with travel between locations.
2. You will be required to plan and organise your own workload and that of others.
3. You will be required to deal with conflicting priorities and deadlines.
4. You will regularly be responsible for cash handling or processing financial transactions such as invoices
5. You will be responsible for a team.
6. You will have excellent written and verbal communication skills.
7. You may be required to interact with demanding/angry individuals.
8. You will be required to resolve matters where individuals do not agree with decisions made by the Council
9. You will be required to hold a driving licence.
10. You will apply and ensure adherence to statutory regulations.
11. You will apply and ensure adherence to regulations or Council policy
12. You will be responsible for handling and processing information.
13. You will be responsible for moderately expensive equipment.
14. You may be required to work at heights.
15. You must be mobile throughout the Council.
16. You will be required to use your own initiative.
17. You will be required to exercise sound professional judgement.
18. You will be required to maintain up to date knowledge of relevant legislation.
19. You will be required to participate in an out of hours emergency service on a rotational basis.
20. You will be required to maintain confidentiality at all times.
21. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • City & Guilds in Qualified Electrician • NICEIC qualifying supervisor	• HNC in Construction	Application Form Interview Qualification
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Mentoring skills • Organisational skills • Customer care skills • Analytical skills • Problem solving skills • People management skills • Attention to detail • Relevant experience is required. • Experience working as part of a team. • Experience of relevant legislation. • Experience in data protection legislation. • Experience in current Health and Safety regulations and procedures. • Experience using MS office packages. • Previous supervisory experience. • Experience working with NICEIC/SELECT • Current BS 7671 Wiring Regulations Qualification • City and Guilds 2391 or 2382-18 Inspection and Testing • Experience with NICEIC/SELECT assessment process	• Coaching skills • Presentation skills • Report writing skills • Significant experience is required. • Experience in moving and handling. • Ability to organise competing demands. • Experience of COSHH regulations. • Experience following national guidelines. • Practical knowledge of Building Regulations. • Experience managing a team. • Gaelic language skills	Application Form Interview Qualification
Falkirk Council Values & Behaviours		**How we assess this**
• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview