

**NEWARK AND SHERWOOD DISTRICT COUNCIL
JOB DESCRIPTION**

POST TITLE: ELECTRICIAN

BUSINESS UNIT: HOUSING MANAGEMENT

POST NO:1040

DATE: OCTOBER 2020

JE REF NO:

GRADE: CRAFT

RESPONSIBLE TO:

Responsive Repairs Manager through Responsive Repairs Supervisor

SUMMARY OF ROLE AND RESPONSIBILITIES: To undertake skilled maintenance operations and to support other trade staff in the effective completion of repairs, maintenance and other building operations to property and buildings and common areas managed by the Council.

MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES:

1. To undertake multi-skilled maintenance operations and to support other trade staff in the effective completion of repairs, maintenance and other building operations to property and buildings managed by Newark and Sherwood District Council.
2. To ensure that all works are completed within the current performance and quality standards of Newark and Sherwood District Council.
3. To contribute to the development of cost effective solutions and efficient working practices to unusual or difficult works in collaboration with the supervising officer or manager, as required.
4. To ensure that any financial resources or assets are used effectively.
5. To actively promote and practise a high standard of customer care and a co-operative and helpful attitude to ensure good internal and external customer relations and satisfaction in line with the core values of Newark and Sherwood District Council, and to operate flexibly and deliver an effective and appropriate service to all users, fairly and without discrimination.
6. To effectively contribute to the provision of accurate records for time and materials to each work order, including effective receipting of all material advice notes.
7. To operate systems as directed that enable the efficient and effective operation of the repairs service and the delivery of this job role including where appropriate the application of new technology.
8. To maintain a good knowledge of current best practice and legislation in the building maintenance sector of the construction industry, including maintaining Electrical (or any future equivalent) standards, safe and efficient practices, materials and legislation affecting such operations, and to employ these in the delivery of all work operations.
9. To take all reasonable steps to ensure compliance with Health and Safety regulations and the Council's Health and Safety policy.

10. To assist supervising officer or craft operatives in the surveying of properties for works as required.
 11. To report to the supervising officer as soon as practically possible, any problems or difficulties that may be experienced in effectively completing works on time.
 12. To continuously develop own skills and knowledge in accordance with the Company's Competency Development Scheme and any professional requirements, and attend Training Courses and technical assessments as and when required. Operate to enable a "Right First Time" multi-skilled approach to our repair service provision.
 13. To advise the supervising officer about possible future service needs to ensure that all resources are adequately planned for and managed such as identifying and reporting repairs to communal areas, and make suggestions and recommendations to improve working practices and improve efficiency.
 14. To comply with Council's policies and procedures, as appropriate (eg financial regulations, personnel policies).
 15. As a term of your employment, you can be required to undertake such duties commensurate with your grade and/or hours of work, as may reasonably be required of you at your initial place of work or any other of the organisations establishments.
 16. The role of Electrician is designated within the Council's Stand-By and Call-Out Duty Rota and is required to participate in the standby and call out service to provide a suitable and flexible emergency out of hour's service to meet customer requirements.
 17. Service requirements dictate that there may be the opportunity to undertake voluntary overtime but Standard and extra hours worked must be contained within the limits of the Working Time Regulations. This will be at Management discretion in line with the business needs of Newark and Sherwood District Council.
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HEALTH AND SAFETY

You will uphold the District Council's Health and Safety Policy and amendments made thereto by the District Council and comply with all relevant health and safety legislation.

RISK MANAGEMENT

The Council is committed to the effective management of risk. It is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management, as outlined within the Council's Risk Management Strategy and Policy.

SAFEGUARDING

The Council has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of the Council, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

CODE OF CONDUCT

You will ensure compliance with the Council's Standing Orders, Financial Regulations, Codes of Practice and all other policies and regulations.

EQUAL OPPORTUNITIES

You will uphold Newark and Sherwood District Council's Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

TRAINING

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

CORPORATE VALUES

The post holder must embody the corporate values of the Council as an individual and in their work, and ensure that these values are embedded in the work of the Business Unit and the practices of all staff.

Newark and Sherwood District Council's Values;

- Ambitious and forward thinking; focused on achieving the very best and always looking to improve and innovate.
- Caring and compassionate; sensitive to the different needs and circumstances of others; seeks to empower people to fulfil their potential.
- Commercial and business-like; careful and creative with resources; securing value for money.
- Professional and trustworthy; consistently delivering on promises; providing good quality and demonstrating integrity.
- Welcoming and responsive; approachable, open to feedback and challenge and swift to act.

This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time, the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

The Council is committed to equal opportunities. As part of its policy, it has been agreed that applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing', you should contact the Human Resources Section in the first instance.

Signature of Postholder:

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Date:.....

**NEWARK AND SHERWOOD DISTRICT COUNCIL
PERSON SPECIFICATION**

JOB TITLE: ELECTRICIAN

BUSINESS UNIT:HOUSING SERVICES

DATE: OCTOBER 2020

FACTOR	ESSENTIAL OR DESIRABLE		METHOD OF ASSESSMENT
RELEVANT EXPERIENCE	Essential	Demonstrable experience of electrical installation, maintenance, inspection and testing in domestic and commercial property	Application
	Desirable	Completing repairs relating to social housing	Application
QUALIFICATIONS	Essential	City & Guilds 2360 Part 1 & 2: Certificate in Electrical Installation or equivalent	Application
	Essential	City & Guilds 2382: Certificate in the requirement for Electrical Installation BS7671: July 2008	Application
	Essential	Ability to read and write in English to GCSE grade C or equivalent	Application
	Desirable Desirable	Health and Safety Awareness Certificate Basic First Aid Certificate	Application Application
JOB RELATED SKILLS	Essential	Organisation skills including ability to manage time effectively and meet critical targets,	Application / Interview
	Essential	Ability to work under your own initiative	Interview
	Essential	Ability to define, specify and complete repairs with minimal instruction	Interview
	Essential	Excellent communication skills, both written and verbal	Application / Interview
	Essential	Due to the nature of the job, be able to undertake manual work	Interview
PERSONAL ATTRIBUTES	Essential	Drive and Enthusiasm	Interview
	Essential	Initiative and self-motivation	Interview
	Essential	Ability to work accurately under pressure and within a team	Interview
	Essential	Experience in working in an environment subject to changing tasks and priorities	Interview
	Essential	Patience and diplomacy	Interview

WORK CIRCUMSTANCES	Essential	Car driver (full licence)	Application / Interview
	Essential	Inclusion in rota for 24 hour emergency call out service	Interview
	Essential	Flexibility in working hours and to work outside contractual hours on occasions	Interview
WORK TYPE		Mobile This post will involve lifting and carrying	

N.B. The above specification defines the minimum essential requirements of the job, but the Council will have regard to the Equalities Act 2010 and will make “reasonable adjustments” to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled applicants who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the short-listing stage.