

Rykneld Homes Ltd.

Job Description

Division:	Property Services	Service:	Electrical
Post:	Assistant Electrician		
Post Number:	RH425		
Responsible To:	Supervisor		
Subordinates:	None		

Key Accountabilities

To support the delivery of electrical repairs, maintenance, improvement works and installations within domestic properties as part of Rykneld Homes' Property Services team. The post is intended for individuals who have completed, or are working towards, recognised electrical college-based learning such as T Levels, Level 2/Level 3 electrical qualifications or equivalent, and who now require supervised site-based experience to progress towards becoming a fully qualified electrician. The post holder will work under the guidance of qualified electricians, supervisors and managers, gaining practical experience, developing competence, and working safely within relevant legislation, regulations and company procedures. The role will also include some lone working.

Main Duties and Responsibilities

- To support qualified electricians with electrical repairs, maintenance, testing, inspection, improvement works and installations to domestic properties.
- To gain supervised site-based experience across a range of electrical activities, including repairs, fault finding, installation, replacement works, testing preparation and associated compliance tasks.
- To work alongside qualified electricians to develop practical skills, confidence and competence required to progress towards full electrical qualification and future competent person status.
- To assist in the completion of electrical condition report programmes and domestic electrical testing activities, ensuring all works are checked, verified and signed off by an appropriately qualified electrician.
- To ensure that any electrical work supported or undertaken by the post holder is passed to the appropriate qualified person or supervisor for inspection, testing, certification and sign-off.
- To undertake allocated tasks safely and effectively, within the limits of personal competence, training and supervision, and to seek guidance where any task is unclear or outside current capability.

- To support the efficient delivery of works, minimising non-productive time wherever possible and reporting any difficulties, access issues, material requirements or productivity concerns to the Supervisor.
- To work towards experience in all areas of electrical works including repairs, servicing, inspection, installation, replacement works and fault finding principles.
- To maintain positive operational relationships with customers, tenants and colleagues, taking account of customer needs and representing Rykneld Homes in a professional manner.
- To support the accurate completion of paperwork, job records, mobile working updates and relevant documentation, ensuring information is provided promptly to qualified electricians or supervisors.
- To use mobile and handheld technology to receive, update and manage allocated work as required.
- To be responsible for any company equipment issued, undertaking pre-use checks, using equipment correctly and reporting any defects promptly.
- To undertake work in accordance with safe working practices, risk assessments, method statements, health and safety procedures and the Electricity at Work Regulations.
- To actively participate in training, mentoring, site learning, college or qualification requirements and any development plan agreed with the Service.
- To maintain excellent customer and client relations, particularly with tenants, colleagues, contractors and members of the public.
- To ensure vigilance in identifying any safeguarding concerns and raising them through the appropriate Rykneld Homes procedures.

Key Contacts

- Customers and Service Users
- Rykneld Homes Senior Management Team.
- Rykneld Homes managers and staff.
- Council Directorates and corporate services.

General

- To carry out practical craft work paying particular attention to quality and safety.
- To carry out work in the most cost effective and efficient way.
- To support the accurate diagnosis of faults and undertake or recommend repairs as appropriate.

- To comply with instructions given by supervisors/trainers with regard to the particular trade/skills and the work of the Service.
- To identify, quantify and acquire the materials essential for completion of the work and arrange for return of surplus materials to Stores where appropriate or maintain adequate van stocks if applicable.
- To safeguard the customers property and possessions against possible damage during the works and clear away materials and rubbish on completion.
- To liaise with Managers, Supervisors, Inspectors and customers regarding the work and complete and specified documentation.
- To arrange and carry out work in such ways that the service to clients incorporates prompt action and has the maintenance of good customer relations as a priority.
- To work to targets and where possible improve on them, and maintain standard performance as a minimum.
- To maintain their skills base and to be pro-active in improving these skills as and when required.
- To work individually or as part of a team.
- To participate in any new initiatives relating to efficiency and improvement of the service.
- Assist in the training and development of new members of staff as required.
- Attend any relevant training courses and conferences as required.
- To carry out all duties with an awareness and regard to Health and Safety issues and adhere to safe systems of work specified in Rykneld Homes' Ltd. Safety Policy.
- To be aware of and adhere to the Rykneld Homes' Policy on Equality and Diversity at all times.
- To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.
- Develop and foster positive professional relationships with colleagues and external contacts.
- Make suggestions to improve the working situation within own area of work and Rykneld Homes as a whole.
- Adhere to Rykneld Homes Ltd. standards of behaviour and Code of Conduct.
- To ensure that the services we deliver are Customer focused and responsive to local needs, demonstrating that encouraging involvement and feedback is an integral part of the service Rykneld Homes provides.

- Such other duties commensurate with the grading of the post as may be from time to time determined.
- The post-holder will be expected to comply with the Company's policies, procedures and initiatives; in particular, equality and diversity, health and safety and safeguarding.
- The post-holder will be expected to promote in a positive manner at all times.
- The post-holder is expected to be proactive in identifying how services, designs and procedures can be improved and seeking authority to implement changes which benefit the company and its customers

Rykneld Homes Ltd.

Person Specification

Post: Assistant Electrician

Division: Property Services

Service: Electrical

Personal Skills/ Characteristics	Essential	Desirable
<u>1. Experience</u> Some practical electrical experience gained through college, T Level industry placement, apprenticeship, work placement, voluntary experience or employment. Experience or awareness of working in occupied domestic properties, social housing, construction, maintenance or customer-focused environments. Willingness to learn from qualified electricians and develop practical site-based competence.	✓ ✓	✓
<u>2. Qualifications and Training</u> Working towards, or having completed, a recognised electrical qualification such as a T Level in Building Services Engineering for Construction, Level 2/Level 3 Electrical Installation qualification, apprenticeship framework/standard, or equivalent. Basic understanding of electrical principles, safe isolation, health and safety, and safe working practices. Commitment to achieving further electrical qualifications required to become fully qualified, which may include NVQ Level 3, AM2, 18th Edition Wiring Regulations and inspection/testing qualifications as appropriate to the development pathway. Full driving licence, or commitment to obtaining one where required for the role. Evidence of continued learning, good attendance, reliability and positive feedback from college, placement, employer or training provider.C&G Inspection, testing 2391 PAT testing	✓ ✓ ✓ ✓	✓
<u>3. Special Skills and Knowledge</u> Basic knowledge of electrical installation principles and safe working practices.	✓ ✓	

Personal Skills/ Characteristics	Essential	Desirable
Ability to use, or willingness to develop competence in using, hand tools, power tools and basic electrical equipment safely.		
Awareness of safe isolation, working safely in occupied homes, risk assessments, method statements and health and safety requirements.	✓	
Ability to follow instructions, ask for guidance when required and work within the limits of own competence.	✓	
Good communication skills and ability to deal appropriately with tenants, colleagues and supervisors.	✓	
Basic numeracy, literacy and ability to record information accurately.	✓	
Ability to use mobile or handheld technology, or willingness to be trained.	✓	
<u>4. Personal Qualities</u>		
4.1 Positive attitude, strong work ethic and commitment to developing a career as a qualified electrician.	✓	
4.2 Commitment to customer care and an understanding of its relevance when working in tenants' homes.	✓	
4.3 Commitment to equal opportunities, safeguarding, health and safety, and representing Rykneld Homes professionally.	✓	

Key

AF	=	Application Form
CQ	=	Certificate of Qualification
I	=	Interview
R	=	References
AC	=	Assessment Centre