

Rykneld Homes Ltd.

Job Description

Division:	Housing Improvements, Maintenance & Repairs	Service:	Property Services
Post:	Electrician		
Post Number:	Rh293		
Responsible To:	Supervisor		
Subordinates:	None		

Key Accountabilities

To undertake practical electrical work, either alone or as part of a team, appropriate to the post holder's craft, skills and experience within a department, which provides a customer orientated building and property repairs service to the Company. To also undertake the duties of an electrician on building maintenance, improvement work and new installations.

Main Duties and Responsibilities

- To carry out electrical repairs, new installations of electrical systems & safety checks to domestic properties. Also, ensuring that the works provided is of the highest quality, efficient and good value for money for the customers.
- To carry out works in an efficient and effective manner, minimising non-productive time wherever possible, and reporting to the Supervisor, any difficulties encountered when productivity problems arise.
- To carry out Electrical condition reports and testing of domestic wiring installations.
- To ensure that all aspects of any electrical installation that has been worked on by the post holder are inspected and tested for strength, integrity and compliance with the IEE Regulations.
- The principal duties of an Electrician will include repairs, servicing, testing, inspection, installation and replacement works to all types of systems, accessories and equipment. To be conversant with the operation of all types of systems and able to carry out all principles of fault finding.
- To ensure all works are completed fully in accordance with the specifications, relevant legislation, and industry best practise.
- Wherever possible, to carry out "main trade makes good" practise.

- To maintain the best possible operational relationships with customers, taking all possible steps to accord with their reasonable wishes and taking account of any special needs.
- To be responsible for any vehicle allocated and to undertake the appropriate vehicle checks, keep it in a clean and tidy condition. Includes action to record defects and ensure that they are rectified.
- To be responsible for any company equipment issued and to undertake the appropriate inspections prior to use. To not abuse or misuse the equipment and to use it in accordance with the manufacturer's recommendations. To report defects to the appropriate Manager / Supervisor promptly and ensure that they are rectified.
- Use mobile, handheld technology to manage workload etc.
- To ensure all paperwork including appropriate certification are correctly completed and signed. Returning them promptly to the supervisor as required.
- To always undertake work in accordance with safe working practices as laid down in health and safety manuals, method statements, risk assessments and health and safety plans, in particular the Electricity at Work Regulations
- To undergo specific training to improve skill levels and knowledge, and to maintain appropriate registrations and accreditations
- To maintain excellent customer and client relations, particularly tenants and members of the public
- To mentor and guide apprentices through their training and development during their apprenticeship programme.
- To ensure vigilance in identifying any safeguarding issues and raising them to the Neighbourhood Services Team.

(A) Service Management

To be responsible for the following issues arising from (A) and (B):

- To attend relevant internal and external training courses as requested
- Assist Partner organisations staff members in the operational issues of the Service.
- Assist in guidance and training for all new employees on how the Service operates.
- To promote and incorporate equality and diversity issues wherever possible in all duties carried out.

(B) Organisational Management

To take the following broader responsibilities:

- To assist other members of the Service, and to cover where necessary, in order to ensure a full and comprehensive service is delivered to the public at all times, including extended work cover Tuesday to Thursday or during periods of increased workload.

(C) Team Supervision

- None (except in the case of apprentices, work-experience, etc)

(D) 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 diagnose 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

This Job Description is issued as guidance on the duties and responsibilities which are applicable at this time and it does not form a term within your Contract of Employment. (This paragraph does not apply to any person in post prior to 1 July 1994).

Rykneld Homes Ltd.

Person Specification

Post: Electrician
Division: HIMR
Service: ...
Location: Pioneer House, Wingerworth and/or site cabins.

Personal Skills/ Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria (Tick below)
<u>1. Experience</u> 1.1 Minimum 2 years after training on: • Modernisation • Refurbishment • New build • Jobbing Repairs • Domestic Central Heating Wiring and Controls	✓ ✓ ✓ ✓ ✓		AF/I	
<u>2. Qualifications and Training</u> Time served Apprenticeship with C&G 2360 Or equivalent. Am1 & Am2 and NVQ Level 3 18 th Edition IEE Regulations Full driving license C&G Inspection, testing 2391 PAT testing	✓ ✓ ✓ ✓	✓ ✓	QA AF/I QA QA QA	
<u>3. Special Skills and Knowledge</u> Use of hand and power tools Able to use specialist testing equipment. Carry out electrical periodic test. Rewire Domestic Boiler as part of the Installation. Safe practice on scaffolds and ladders Ability to organise own work. Carry out full rewire to domestic property. Competence in working from temporary working platforms. Basic numeracy and literacy	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		I/AF I/AF QA/CQ QA/CQ QA/CQ I/AF QA/CQ I/AF I/AF	

Personal Skills/ Characteristics	Essential	Desirable	Method of Assessment (List Code Below)	Shortlisting Criteria (Tick below)
Basic knowledge of other trades		✓	I/AF	
H&S and COSHH Regulations	✓		I/AF	
Use of hand held technology	✓		I/AF	
<u>4. Personal Qualities</u>				
4.1 Commitment to equal opportunities and a good understanding of its relevance to this post.	✓		AF/I	
4.2 Commitment to customer care and an understanding of its relevance to this post.	✓		AF/I	
<u>Other Requirements of the Job</u> • Able to work in confines spaces, lofts, etc. • Able to work at heights, off ladders, roof ladders or scaffold • Able to demonstrate ability to arrive on site on time and move efficiently between jobs • Able to work outdoors in all weathers				

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

Specification completed by:

Designation:

Date:

Key

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