

Job Description and Person Specification

Job details

Job title: Electrician

Grade: OM05 £33,366 - £35,235

Reports to: Repairs Officer (Electrical)

Responsible for: N/A

Directorate and Service area: Adults, Health, Partnerships and Housing – Housing Property Services

Purpose of the job

The purpose of the post is to provide operational housing maintenance services to enable the continuing improvement of the service to the Council's housing stock and corporate properties. Under the direction of designated Repairs Officer, the post holder will undertake variety of electrical work as required in accordance with works orders.

Principal responsibilities

1. To carry out maintenance and repair works as per works order specification.
2. To undertake individual or joint electrical installation and maintenance tasks within the allocated area of work. All to be carried out in accordance with the current RAMS/SSOW.
3. To complete reports/certification, order materials and or request follow on work on mobile devices.
4. To work either individually or as part of the team on the following types as required at any given time.
 - Responsive/Emergency Service
 - Routine Service/Maintenance/Testing and Inspection
 - Planned Installation and Remedial Work
 - Void Works
5. To hold necessary qualifications and training, maintaining competency. Attend team briefings and training as required.
6. To complete works orders regarding schedule of rates.
7. To comply with safe working practices.
8. To comply with requirements relating to vehicle maintenance (e.g. vehicle cleaning and maintaining fluid levels) and completion of associated paperwork.

9. To comply with the Council's asbestos related responsibilities, including commitment to training.
10. To comply with safe working practices and adhere to the council's Health and Safety policy. To ensure that all essential PPE and tools are maintained and used in an appropriate manner.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

- It is essential that the post holder participate in a call out rota for out of hours' work when required.
- The post holder must hold a full current driving licence.



**North
Northamptonshire
Council**

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	City and Guilds 2360 Parts 1&2 or equivalent City and Guilds 2382 18th Edition. City and Guilds 2391 Test & Inspection or equivalent Willing to undertake CAT B asbestos training	
Experience and Knowledge	Practical experience of electrical inspection and testing Willing to undertake training as and when required to cover changes in regulation and legislation.	Housing maintenance within the social housing sector
Ability and Skills	If this is a customer-facing role, spoken English fluency Numerate Good interpersonal skills Health and safety aware Team player	

Attributes	Essential criteria	Desirable criteria
	<p>Willing to undertake training</p> <p>Ability to use electronic devices</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<p>Be willing to participate in out of hours call out.</p> <p>Hold a valid driving licence</p>	