



JOB DESCRIPTION

Job Title:	Approved Electrician
Company:	ClwydAlyn Housing Ltd
Department:	Electrical Team
Responsible to:	Electrical Manager
Date of Evaluation:	September 2017
Qualifications:	To be trained and qualified to the following as a minimum – NVQ Level 2 – Electrical Installation NVQ Level 3 – Electrical Installation AM2 City & Guilds 2382 – 17th Edition Wiring Regulations City & Guilds 2392 or 2394 – Inspection and Testing Initial Verification City & Guilds 2391 or 2395 – Periodic Inspection and Testing

Enhanced Level DBS Check (without Barred List)

This role has been assessed as requiring an Enhanced Level (without barred list) Disclosure and Barring Service (DBS) check. Staff will need to demonstrate through their DBS check that they have no spent or unspent convictions, cautions, reprimands, or warnings which would impact on their ability to carry out their role.

Any risks identified through the DBS check will be reviewed by the Group and a Risk Assessment undertaken. The outcome of the Risk Assessment may result in job offers being withdrawn or existing staff member's employment being reviewed. Further information is available in the Group's DBS Policy and Procedure which can be requested from the HR Team.

1. Purpose of the post

- 1.1 To carry out all types of electrical work, internally and externally on domestic properties and commercial properties where deemed within your qualifications and experience.
- 1.2 To contribute to the team that you are working in and work proactively with other team members to complete jobs in a safe and efficient manner.

- 1.3 Must possess particular practical, productive and electrical skills with adequate technical supervisory knowledge, so as to work on their own proficiently and carry out electrical installation and testing work without immediate supervision. Approved Electricians must be able to accept responsibility for the completion of jobs and, if required, supervise other operatives.

2. Main Tasks

- To carry out electrical installation condition reporting to include completion of relevant test certification in accordance with IEE wiring regulations. To complete other forms of electrical certification as may be appropriate (i.e. emergency lighting, minor works/installation certificates etc.).
 - Must have demonstrated competence in both domestic and commercial installations and obtained a suitable qualification (the City & Guilds 2391/2395 is a suitable qualification) in the inspection, testing, commissioning, and certification of electrical installations.
 - Be able to set out jobs from drawings and specifications, establish the necessary materials, be able to accept responsibility for the correct completion of jobs, and if required supervise other operatives.
 - Work alone to find, present faults and concerns in electrical systems without receiving explicit direction.
 - Must have had two years' experience working as an Electrician subsequent to the satisfactory completion of training prior to the application for this post.
- 2.1 Undertake electrical works within Responsive/Planned/Void repairs, including electrical repairs and upgrades, full and partial rewires.
 - 2.2 When directed by your Manager/Supervisor or as a standing arrangement, a part of your time may be directed towards undertaking planned maintenance works predominantly involving kitchen and bathroom replacements and upgrades.
 - 2.3 When undertaking call out work, to work closely with the Customer Liaison Team to complete jobs in the most efficient and safe manner.
 - 2.4 From time to time to undertake diagnostic and premeasuring/survey work in order to ascertain the nature of any repair, rewire or upgrade necessary on a property.
 - 2.5 To carry out all work and activities in a safe and responsible manner, paying particular regard to standards of cleanliness and tidiness, controlling and minimize noise and dust levels and complying fully with current Health and Safety at work regulations / method

statements, showing the necessary duty of care to oneself and others and adhering to current BS7671 standards.

- 2.5 To provide assistance and support as and when required to other operatives and staff carrying out their duties.
- 2.6 To work with the Electrical QS to ensure that all the results of inspection and testing of electrical work are recorded correctly on the appropriate certificates or reports and are filed and/or submitted using the chosen system and process.
- 2.7 Provide support and assistance to colleagues within the team through training, coaching and leading by example.
- 2.8 To report through the line management any work not within their own competency.
- 2.9 To undertake such other duties and responsibilities as are consistent with the concept of the role.

3. Managing Others

- 3.1 The post holder is expected to work closely with other members of staff.
- 3.2 Providing support to the Customer Liaison Team in organising, coordinating, and making appointments when working on Responsive repairs.
- 3.3 From time to time, providing support, training, and mentoring to apprentices/trainees working within the team.

4. Working with Others

- 4.1 The post holder is expected to work as part of a close-knit team and also have the capability to work on their own initiative.
- 4.2 To assist in the identification, planning and implementation of training needs for the workforce.
- 1. 4.3 From time to time dealing with tenants and leaseholders in relation to enquiries, procedures, progress and complaints.
- 4.4 Liaising with other departments and sections
- 4.5 Applying the Group's Customer Care and Chartermark principles in dealing with residents and other staff.
- 4.6 Liaising with relevant external bodies/organizations in order to gain specialist advice.

5. Problem Solving / Decision Making / Innovation

- 5.1 To work within defined frameworks, both internal and external to the Electrical Team. This will include working using own initiative to overcome and solve problems relating to the Team's operational procedures and policy direction, escalating issues to your Manager / Supervisor.
- 5.2 Working within a Team environment, it is expected that the postholder will have an understanding and experience of team working and working with staff from diverse disciplines.

6. Use of Technology

- 6.1 The Company intends to automate some or all its processes. A good understanding and competency on IT systems is desirable.
- 6.2 Through training become proficient on the Company's resource and cost management systems.
- 6.3 Ability to complete electrical test certificates electronically is desirable.

7. Budgets

- 7.1 To ensure that accurate records are maintained, and relevant costs are allocated to specific jobs, with the assistance of the administrative team.
- 7.2 To accurately manage and be responsible for van stock, sufficient to undertake the role efficiently.

8. Unsocial Conditions / Special Circumstances

- 8.1 A flexible approach to the role is required, as occasional evening and weekend work may be undertaken. However, this will be agreed in advanced with your Line Manager.

9. Group Core Responsibilities

- 9.1 To provide and actively promote excellent Customer Service for both internal and external service users and stakeholders, ensuring the customer experience is a positive one.
- 9.2 To be responsible for the application of Health & Safety practices within daily working practices sharing a common responsibility for Health & Safety across the Group.
- 9.3 To comply with the Group's Risk Management Strategy, identifying and mitigating against risk.
- 9.4 To be responsible for the application of Equality and Diversity practices in accordance with Group policy and procedures within daily operations.

- 9.5 To comply with Standing Orders, Group Policy and Procedures and to make know to Line Managers any areas which are not adequately covered.
- 9.6 To perform any other reasonable task as determined by the Manager, Director, Deputy Group Chief Executive, Group Chief Executive or Board of Management.