JOB DESCRIPTION

DEPARTMENT: Housing and Safer Communities **POSTHOLDER:**

SECTION: Repairs and Investment **GRADE:** PO4

POST DESIGNATION (TITLE): Electrical Supervisor

Purpose of Job:

To be responsible to The Delivery Manager for:

i) The provision of effective co-ordination, supervision and direction of up to 15 operatives, inspection and investigation services.

ii) To assist with supervising, directing, motivating and developing staff, including the allocation of work and setting and monitoring standards, in line with Council policies and procedures.

iii) To manage the deployment and allocation of other resources including materials and vehicles related to work process, supervising medium sized installations, working within budgets, overseeing the installations, and liaising with tenants and staff as necessary.

Supervises up to 15 directly managed staff.
Supervises up to 30 indirectly managed consultancy/contracting staff.

Main Duties:

1. To have a sound electrical background encompassing all types of installations with an ability to Supervise Operatives and Contractors with an emphasis on matters relating to BS7671. In addition, act as a "skilled person" as defined by BS 7671 Part 2 within the assigned electrical discipline.

2. To be well versed in Certsure/NICEIC matters and procedures responsible for the interpretation of test documents and reports analysing submissions and challenging, returning where necessary with reason, certificates submitted to the relevant responsible contractor/operative.

3. Be willing to be a Certsure/NICEIC Qualified Supervisor (QS) and provide supporting evidence of work carried out demonstrates 2 years responsibility or a letter from your pervious scheme provider confirming your QS status.

4. Following individual certificate approval act as QS and sign off associated certification. To be responsible for maintaining the Council's membership of Certsure NICEIC or other equivalent approved body by achieving the necessary requirements and annual assessment.

5. To be familiar with legislative and professional developments and changes to BS 7671 Wiring Electrical Installations, BS 5266 Emergency Lighting, BS 5839-6 Fire Detection & Building Regulations.

6. To examine all aspects of electrical installation work and provide written comment on electrical installation certificates, minor work certificates, condition report surveys and all associated documentation provided by contractors to ensure that works are compliant with the Council's requirements. Provide written reports or documentation as to the progress and completion of projects.

7. To have a sound working knowledge of contract documents including the financial aspects. Also the implications of methods statements and Health and Safety documents submitted by Contractors or referred by the Contract Administrator. Take responsibility for any necessary corrective action during site visits.

8. To pre-inspect and assess the level of work required to meet the Council's objectives and plan the work of the team, ensuring the cost effective use of resources, complying with contract requirements and Standing Orders. Prepare schedules of defects and implement corrective measures.

9. To raise orders for work, as required within the remit of the team's objectives and are compliant with the Council's Standing Orders. To identify, specify and estimate additional works required and produce drawings or layouts to advise and inform discussions with relevant staff.

10. To assist with the development of SMART objectives, targets and achieving measurable outputs that reflect the Repairs Service strategy and business plans.

11. To check specifications and ensure the suitability of equipment and materials for all types of building works. To produce records on post inspections and ensure all appropriate test certificates are and issued. To contribute to the preparation and operation of any CDM safety plan.

12. To ensure the execution of contracts in accordance with the contract documents and comply with all professional standards, statutory requirements, Council policies and procedures. To provide assistance in preparing financial reports.

13. To liaise with tenants and the general public during works and programmes. To monitor observance with safety requirements and ensure the quality of work is maintained. To

attend and contribute to meetings with staff from Tenancy services, tenants and other groups (outside normal hours as required) and resolve complaints and enquiries.

14. To contribute to performance reports on meeting business objectives and targets and act as a "competent person" as defined by legislation.

15. To work closely and provide technical advice to call centre / customer services/ residents/ utility providers insuring that queries are investigated and understood and that customer complaints are dealt with expeditiously and in the most cost effective way.
16. To contribute to the operation of and continuous improvement of the ISO 9000 Quality Management system and to carry out the required number of Quality Control Checklists (QCC) per week as directed by the Quality Management System.

17. To undertake monitoring of data, carry out site visits to check on standard of service provided, and to ensure that value for money is obtained.

18. Move and load special or bulky items in accordance with good health & safety practice.

19. Carry out labouring work in connection with work e.g. dismantling and re-erecting fences, removing and replacing paving slabs, minor tarmac repairs, other manual tasks etc.

20. Ensuring that all work complies with Council policies and procedures and statutory obligations are met.

21. To undertake any other work appropriate to the level and general nature of the post's duties.

22. To organising and/or assisting in expediting emergency procedures or undertaking emergency call-out works as required, provide assistance in the invoking of the Borough Emergency and Contingency Plans.

23. To manage resources, undertake the direct ordering, requisitioning and chasing delivery of materials. To ensure quantity and quality conform to repairs and installation specifications and undertake investigations as required.

24. To set up and maintain monitoring systems to ensure that contractors are adequately supervised and ensure that standards of safe working are maintained. To manage monthly meetings with contractors and ensure that all meetings are documented.

25. To supervise and manage work sub-contracted to third parties, via organise planned visits and random visits.

26. Ensure full compliance with all details contained in the contracts, including performance monitoring, ensuring all KPIs targets are achieved. Ensuring work (installations) are carried out to full specifications, all complaints are fully investigated and resolved.

27. Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.

28. To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.

29. To ensure that protective clothing and safety equipment are readily available and maintained in good condition and used, especially when site visits are undertaken.

30. To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.

31. To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency."

32. To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.

33. To liaise with Trade Union representatives to resolve minor work related issues and refer unresolved matters to the Assistant Managers.

34. Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)

35. To undertake supervision/management of staff as and when required.

36. You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Person Specification

Job Title	Electrical Supervisory Inspector
Grade	PO4
Service/Section	Repairs and Investment
Directorate	Housing and Safer Communities

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview
Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
Knowledge		
A comprehensive knowledge and understanding of electrical systems and legislation, policy and best practice, including associated building services systems and an ability to advise managers and staff delivering frontline services, including all relevant associated health and safety legislation.	AF/I	E
Skills and Abilities		
Strong problem solving and negotiation skills, and a proven ability to devise and implement changes to policy and procedures and improve services.	AF/I	D
Strong supervisory leadership skills and ability to implement improved ways of working to effectively motivate and develop staff to meet performance standards and provide excellent customer care.	AF/I	E
Excellent written and oral communication skills, both verbally and written, to communicate effectively with customers, colleagues, agencies and other stakeholders, and to prepare presentations letters and reports to a high standard.	AF/I	E
Excellent organisational skills and the ability to work collaboratively with colleagues, including prioritising workload under pressure and manage own time and that of others with minimal supervision.	AF/I	D
The ability to undertake site survey work, prepare technical reports, budget estimates, prepare specifications for assigned work, including producing finished working drawings and managing and monitor budgets.	AF/I	E

A good understanding of using IT as an operational, analytical and management tool, along with the ability to learn new packages as required. Ability to devise, implement, and maintain record and monitoring systems, including database and spread sheet systems.	AF/I	D
Experience		
Experience of undertaking electrical QS responsibilities within an organisation providing frontline housing services. Significant experience in delivering electrical supervising management in an repairs and investment environment, in particular, efficient and effective delivery of service from craft operatives and assigned staff members/contractor staff.	AF/I AF/I	E D
Qualifications		
A minimum standard of • Level 3 City & Guilds in electrical technical technology • NVQ Level 3 Electrical Installation or Maintenance, City & Guilds • 2382 18th Edition • City & Guilds 2391or equivalent to satisfy any approved contractor scheme in line with the Electrotechnical Assessment Specification (EAS) to enable to be appointed Qualifying Supervisor in relation to the membership body, currently being National Inspection Council for Electrical Installation Contracting (NICEIC). City & Guilds 2377-77 Level 3 (PAT testing)	AF/I AF/I	E D
Equal Opportunities		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Other Requirements		
Site visits are essential to this role therefore, a full UK driving licence is required.	AF/I	E