

GREENWICH COUNCIL

JOB DESCRIPTION

DEPARTMENT	NEIGHBOURHOOD SERVICES	POSTHOLDER
SECTION	BUILDING SERVICES	GRADE Band 2 – Band 4
DESIGNATION	Electrician	POST NO:

Purpose of job

To undertake highly skilled activities across a wide range of electrical jobs in either domestic properties, ensuring that the quality of works meet current QCC requirements. To keep accurate records of works undertaken and materials used.

Specifically

1. To provide a wide range of professional Electrical skills throughout all contracts serviced by Building Services, and where appropriate, to take a lead role when working as a team or in conjunction with other trades (up to 5 others).
2. To have a concise understanding of Domestic Electrical works in order to carry out repairs and installations as needed. Certificate work when completed. (NB this acknowledges personal liability as per regulations).
3. Apply and fully complete the correct NICEIC certification or equivalent.
4. To operate and maintain electrical testing equipment ensuring annual calibration is carried out. Following testing decide on appropriate actions including, if necessary, evacuation of premises and involvement of direct emergency services.
5. To hold appropriate certification to obtain “Electrician” status including City and Guilds 2391 – Inspection and Test Certification.
6. To set out work from an engineering drawing.
7. To supervise and train apprentices and other trainees/work experience individuals as assigned by management.
8. To drive and operate vehicles within your capabilities as requested by the line manager. To maintain required qualifications/licences and accreditations for all these vehicles.

9. To liaise with the line manager and Building Services admin staff to discuss job orders, and to where necessary agree variations to orders before undertaking the work.
10. To liaise with client officers and residents on works orders providing advice and experience. Where necessary discuss work with client officers and initiate variation orders as needed.
11. To record and document all works undertaken in line with the SOR to assist in the final accounting process.
12. To use new IT/hand held technology correctly as per training provided.
13. To use a range of powered tools and equipment, small tools and access equipment and to report all defects.
14. To clean and undertake minor maintenance of equipment ensuring that plant is maintained in a safe working order for day-to-day operational duties. Ensure all electrical equipment has the appropriate PAT testing certification and that ladders are cleared for safe use.
15. To be responsible for the security of vehicles and plant used ensuring they are locked or stored in a safe place overnight.
16. Ensure that stocks of materials used are recorded and agreed levels are maintained as specified by Building Services Quality Management Systems.
17. When working alone or alongside other tradespersons provide assistance to enable the works to be completed to the appropriate standard and within the priority of the order.
18. To have due regard to the provisions of Health and Safety legislation at all times and to work in accordance to the Building Services RED FOLDER induction. To be aware at all times when working, of the possible presence of asbestos and if found, to follow the Asbestos Procedure accordingly.
19. To be responsible for the Health Welfare and safety of others whilst undertaking works (Protection of the Public).
20. To keep up to date with all developments within the building trade and to willingly participating in any training deemed necessary by the line manager
21. To respond to emergency call out as appropriate and in the event of a Borough emergency and to attend and assist as required.

22. To fully comply with Building Services' Quality Management system, contributing to the system and put forward to management any proposals or amendments to improve Building Services operation and ensure continuous improvement of the service.
23. Attend and contribute to all staff meetings as requested by Building Services management
24. To carry out all duties with due regard to Health and Safety at Work requirements and regulations, the Council's Equal Opportunities policies, Customer Care Policy, and Corporate/Departmental aims, values and objectives.

DESIGNATION OF POST TO WHICH POSTHOLDER NORMALLY REPORTS:
Building Services Supervisor