



barcud

Job Description

Job Title: Certifying Senior Electrician

All criteria are Essential unless indicated otherwise

Reports to: Medra Manager

Responsible for:

Overall Job Purpose: Undertake and supervise the repairs and maintenance of electrical installations to all domestic properties, including fault finding and testing and certification in accordance with the Building Regulations (Part P), and be responsible for all registration documentation with the NICEIC and be the key contact person with NICEIC for Barcud.

Key Responsibilities –

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.

Electrical Duties:

- Agree appointments for in-house electricians as enquiries are received, ensuring all works are completed swiftly, and to a high standard, with a high level of tenant satisfaction.
- Complete and ensure repairs and maintenance of Barcud's electrical installations are completed in accordance with regulations, relevant standards and Barcud's procedures.
- Oversee and monitor the efficiency and effectiveness of Barcud's electrical workforce, seeking to undertake service improvements where required.
- Attend tenant focus groups and forums in order to obtain direct feedback and discuss means of continually improving the service.
- Arrange and supervise all training required to keep up to date with changing technology and electrical standards
- Monitor the work of external contractors, developing positive relationships whilst seeking to resolve issues of poor quality or regulatory non-conformity.
- Be responsible for the Annual MCS audits and carry out inspections of inhouse and external work.
- Test installations and sign all NICEIC certification.
- Be the main contact person for the Microgeneration Certification Scheme (MCS),

ensuring that all relevant paperwork is in place, and liaise closely with any auditor when audits are undertaken.

- Maintain and collate relevant records and report, including documentation relating to service contracts, ensuring paperwork is completed in a timely manner.
- Interpret asbestos reports, structural surveys and any other surveys generally associated with property.
- Order materials and PPE as and when required, ensuring that deliveries arrive on site on time and liaising with the relevant material suppliers.
- When required, prepare simple works programmes, and undertake regular tool-box talks.
- Ensure that all works and materials are procured in accordance with Barcud's procurement strategy.
- Ensure that all work is undertaken in accordance with the current health and safety legislation and undertaken in a diligent manner, considering and managing tenant's cultural and diversity needs while identifying and implementing opportunities for making best use of all resources

As required, undertake trade duties in different disciplines to adapt to Barcud's changing business requirements.

People:

- Be responsible for the overall management of Barcud's electrical workforce ensuring these operate to the highest standards.
- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicating the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets.

Corporate

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services.
- Promote Health and Wellbeing initiatives throughout the organisation.
- Provide excellent customer service to all internal and external customers.
- Work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the Association and its employees comply with all legal, statutory and regulatory requirements along with best practice.
- In all aspects of the Association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
- Carry out such other duties and responsibilities as may reasonably be requested.

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Personal Specification

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This person specification details the experience and skills for the position of Job Title at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

Qualifications:

- Qualified to City & Guilds 2382 17th Edition Electrical Installation.
- City & Guilds 2391-02 (Formerly 2400). (D)
- City & Guilds 2360 part 1 and 2 or equivalent, 2380 (16th Edition), 2391 (Inspection, testing and certification) Certificates.
- MCS accreditation for solar photovoltaic.
- Evidence of continually developing professional knowledge.
- Full clean driving licence.

Experience:

- Have at least 2 consecutive years of supervisory or managerial responsibility for the standard of electrical installation work.
- Previous experience of electrical testing to City & Guilds 2382 17th Edition Electrical Installations.
- Been part of a team undertaking cyclical and servicing contracts.
- Providing a customer focused service.
- Undertaking the delivery of a range of projects on time and within budget.
- Achieving challenging targets and objectives.
- Evidence of achieving excellence in review and delivery of services and commitment to continuous improvement.
- Experience in a leadership role, for example leading project teams.
- Managing a team of staff and carrying out supervisory responsibilities. (D)
- Experience of managing team performance. (D)

Knowledge/Skills:

- Ability to identify electrical defects and their remedies.
- Be conversant with the Electricity at Work Regulations, current edition of BS7671 and Codes of Practice and guidance documents relevant to the range of electrical work undertaken.
- Be well versed in the inspection, testing, verification, certification and reporting procedures for the range of electrical work undertaken.
- Ability to lead and manage staff.
- Budgeting and financial skills.
- Have interpersonal skills.
- Up to date health and safety knowledge.
- Up to date knowledge of legislative frameworks and key issues relevant to the post.
- Sound knowledge of performance management and how this contributes to business success.
- Project management skills with an ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines.
- Able to produce comprehensive quality reporting for effective decision making.
- Able to speak Welsh. (D)
- Ability to deliver results to tight deadlines under pressure.
- Excellent IT skills.
- Sound numerical, reasoning and written communication skills.
- Proven competency to handle confidential and sensitive information.
- Able to set appropriate and challenging performance targets for own team and self.
- Ability to promote equality and diversity in all aspects of employment and service delivery.

