Job Description
Electrician

All criteria are Essential unless indicated otherwise

Reports to: Senior Certifying Electrician

Responsible for: Apprentice(s)

Overall Job Purpose: To undertake the installation, repairs and maintenance of electrical installations to all domestic properties, including fault finding, inspecting and testing in accordance with the Building Regulations (Part P).

Key Responsibilities –

Functional:

- To ensure that all electrical works that you undertake conform to relevant standards, legislative requirements, polices and protocols in accordance with Barcud's procedures; and comply with the requirements of the British Standards Institution.
- Servicing, maintaining and new installation of electrical equipment and cabling.
- Liaising with other members of the team.
- Liaise with tenants to undertake work in their properties in a timely and convenient manner.
- To assist our NICEIC Co-ordinator to carry out both random and pre-arranged inspections.
- Provide technical assistance to anyone within the Property Services Department.
- Testing and completion of the relevant NICEIC certification to current standards.
- Ensure the vehicle is stocked correctly in order to carry out tasks

- Be proactive and efficent in precuring and sourcing materials.

- Ensure that vehicle housekeeping is undertaken regularly and that all vehicle stock is stored appropriately and safely within the vehicle

- Use the appropriate technology (tablets) as instructed by Management.

- In addition to the primary trade, the operative will also be expected to be able to demonstrate competencies in other complimentary trade disciplines. The Operative will be expected to use these complimentary skills on a regular basis, as and when directed, for the benefit of the organisation. Other multi-trades could include: Plastering, painting and decorating, roofing, specialist flooring, tiling, basic plumbing. This list is not an exhaustive list and is subject to change in line with business requirement.

Performance:

1. Undertake training to improve knowledge and skills.

2. Take responsibility for your performance to ensure that the service you provide is of high quality and compliant with electrical legislation.

3. Attend tenant focus groups and forums in order to obtain direct feedback and discuss means of continually improving the service (as required).

4. Follow the framework of performance management and monitoring, championing best practice and a high level performance culture throughout the Association.

5. Liaise with both internal and external contact in a friendly and helpful manner in order to uphold and strengthen the values of Barcud.

6. Maintain and record continuing professional development

Key Responsibilities – Corporate:

- To provide excellent customer service to internal and external customers.

- Ensure that all work is undertaken in accordance with the current health and

safety legislation and undertaken in a diligent manner, considering tenant's cultural and diversity needs are managed and identify and implement opportunities for making best use of all resources.

- Ensure that Barcud and its staff comply with all legal, statutory and Tenant Services Authority regulations along with best practice.

- Ensure that you implement the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.

- In all aspects of Barcud's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.

- Mentor apprentices, trainees and work placements as and when required

- To carry out such other duties and responsibilities as may reasonably be directed by Management.

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.

Personal Specification

Electrician

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

Qualifications:

- Qualified to City & Guilds 2382 18th Edition Electrical Installation.
- AM2 or equivalent
- Evidence of continually developing professional knowledge.
- Design, Installation & commissioning of Air source heat pumps **(Desirable)**
- Level 3 Installation of small scale solar photovoltaic **(Desirable)**
- Full clean driving licence.
- C&G 2391-52 Inspection and Testing (or equivalent)

Experience:

- Have at least 2 consecutive years' experience of working in the electrical industry.
- Previous experience of electrical testing to City & Guilds 2382 18th Edition Electrical Installations.
- Working as part of a team undertaking cyclical and servicing contracts.
- Previous experience with working and mentoring apprentices

- Providing a customer focused service.

- Partake in the delivery 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.

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.

- Budgeting and financial skills.

- City & Guilds 2360 part 1 and 2 or equivalent, 2380 (18th Edition), 2391 (Inspection, testing and certification) Certificates are essential.

- 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.

- Sound verbal, reasoning and written communication skills, with the ability to inform and educate colleagues should there be issues with an installation.

- Experience of working on Air / Ground source heat pumps both installation & Commissioning and repair **(Desirable)**

- Ability to communicate through the medium of Welsh. **(Desirable)**.

- Ability to communicate effectively in English.

Ability to complete paperwork (to include timesheets, servicing paperwork) accurately and to a high standard.

Leadership and Management:

- Promotes equality and diversity in all aspects of employment and service delivery.

Personal Qualities:

- A strong commitment to high quality customer service.
- Adopts a flexible approach to the requirements of the job.
- Adapts positively to change

Background Checks and Compliance

- Must have full driving licence.

- This role involves regular, unsupervised access to vulnerable adults and requires direct, face-to-face contact. The post holder must work independently while maintaining a safe, inclusive, and respectful environment, with a strong commitment to safeguarding. An enhanced DBS check is required, and a check of the adults' barred list may apply where the role meets the criteria for regulated activity under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012)