



Electrician (Test and Inspection)

Closing date: Wednesday 5th May 2021 at 9am

Interviews: Week commencing 10 May 2021

(date to be confirmed)

Job Profile



Job Title: Electrician - Test & Inspection

Location: Property Services

Hours: 40

Salary Scale Point: 18

Responsible to: Working Electrical Supervisor

Purpose of the Post

- To inspect and test to NICEIC standard the Group's occupied properties and where required, rectify to a safe standard.
- To undertake the maintenance and repair including breakdown coverage of all electrical equipment for the Group's properties and partners' equipment, as required.

Key Responsibilities

Job Specific Tasks

- To inspect and test the fix wiring of occupied properties and complete certificates to NICEIC standards
- To rectify any Code 1 or Code 2 observations to bring installations to a safe standard and have a good knowledge of Code 3 observations
- To carry out portable appliance testing
- To complete upgrade works with associated certification as required
- To liaise closely with the team and customers to arrange access to deliver periodic and testing regimes
- To prepare detailed reports on the condition of the Group's stock
- To work closely with trades to provide outstanding void turn round times and deliver excellent customer service
- To carry out repairs, maintenance, installation, and modernisation of electrical systems for buildings, equipment and grounds
- To carry out a variety of skilled work with a high degree of manual and technical competency
- To promptly return records of work completed or delayed due to no access, awaiting materials
- On a rota basis, to perform emergency out of hours call out service for the Group's stock.
- To service and maintain security and fire alarm systems, install CCTV systems and intruder alarms, install and maintain emergency lighting and install and maintain intercom and door entry
- To maintain photovoltaic panels
- To perform audit requirements for internal services and external contractors
- To carry out the electrical support for domestic heating systems in conjunction with the gas team
- To prepare schedules of work and/or tenders for improvement

- To diagnose and repair faults on domestic systems, and renew fittings and fitments
- To carry out all duties in accordance with relevant legislation affecting the sector in accordance with NICEIC
- To locate and determine electrical malfunctions using test equipment
- To repair malfunctions by replacing burned out elements, fuses, and replacing defective wiring, cleaning and repairing motors
- To test electrical equipment, such as, motors, heaters, and controls for safety and efficiency, using standard test equipment and by observing functions
- To prioritise all work in consultation with the Working Electrical Supervisor, Operations Manager and technical staff and to advise the manager of any work, which cannot be completed by the date designated for completion
- To order, collect/take delivery of materials and hire plant, required for completion of maintenance work
- To use, maintain, clean and store all tools, equipment, vans, first aid boxes provided by the Group, in accordance with manufacturers/suppliers instructions and to bring to attention any items which are damaged, unfit for use, or need servicing immediately
- To make good disturbed structures/finishes of a minor nature; report to the manager where other trades persons are required to make good
- To perform pre and post inspect maintenance repairs carried out by the Group's external contractors
- To arrange and keep appointments with the Group's tenants/ residents, acting in a professional capacity at all times
- To ensure diaries and work schedules are being completed
- To recommend improvements to the Group's stock as and when relevant
- To maintain and replenish vehicle stock
- To carry small repairs and allied trade works in properties to achieve maximum value
- To check satisfaction and obtain customers' signatures on all completed work
- To work from written and verbal instructions, as well as ICT and mobile working platforms.
- To assess, plan and request parts and materials required to carry out the work
- To report to the manager any faulty plant equipment, appliances, installations or equipment which does not comply with the current safety regulations
- To report finds of asbestos through the Group's Asbestos procedure.
- To supervise apprentices where required, training them to the standards expected, ensuring they work in a safe and efficient manner
- To operate all machinery and equipment in a safe and correct manner using all safety devices and practices
- To record and document work activities accurately and daily
- To use the correct equipment and working methods as described in risk assessments and working practices, ensuring personal protective equipment is worn and used appropriately
- To drive and be responsible for a company vehicle in accordance with the Group's regulations/instructions, including conducting weekly vehicle checks.
- To ensure properties are left in a clean and safe manner on completion of work
- To maintain a tidy appearance with clean and functional uniform, ensuring identification badge is worn and visible at all times when on site and dealing with customers
- On a rota basis, to perform emergency out of hours call out service for the Group's stock.

Core Tasks

- To follow and deliver the corporate and operational plans
- To work within department policies, procedures and service level agreements
- To effectively manage workload and update the line manager on progress
- To embrace opportunities for personal learning and development

- To work within the framework and guidelines set for risk management and operational plans.
- To provide cover for colleagues
- To communicate clearly and effectively with internal and external partners
- To identify and communicate areas of improvement
- To support the delivery of team reports and project work
- To work with other departments sharing best practice
- To support the organisation in accreditation, bids/tenders and initiatives
- To comply within the regulatory frameworks with your area of work
- To use business systems appropriately

Value for Money

- To help identify and deliver efficiencies and deliver an excellent service that provides value for money.
- Work proactively with colleagues to deliver excellent service and value for money

Compliance

- To maintain high standards of practice and promote Equal Opportunities and Diversity.
- To comply with the Group's Health and Safety policy and legislation.
- To comply with Data Protection and Confidentiality policy and procedures.
- To ensure compliance with financial standing orders and delegated authority limits.
- To adhere to the Group's policies, procedures, workflows, flowcharts, guidance notes and working practices.

Corporate

- To represent the Group in a professional and courteous manner at all times.
- To deliver productivity targets.
- To keep abreast of legislative changes and good practice.
- To take responsibility for own learning and development including identification of training opportunities
- Any other duties as may be reasonably required.

Person Specification

A – Application
I – Interview
C – Certificate
T – Test

Electrician (Test & Inspection)

Criteria	E / Desirable?	Method of Assessment
<u>Appropriate Professional Qualification</u>		
Fully conversant with the latest IEE Wiring Regulations Certificate (18th edition)	E	C
City & Guilds NVQ Level 3 or equivalent (part 1, 2 and 3)	E	C
City and Guilds 2391 (or 2394/2395) electrical testing certification or equivalent	E	C
Awareness of part P building regulations	E	A&I
<u>Experience and Track Record</u>		
Experience of working as an Electrician	E	A&I
Experience of establishing and developing professional working relationships with internal and external customers, contractors, external partners and colleagues	E	A&I
Experience of promoting quality company images, to existing and potential customers	E	A&I
Works in a variety of work conditions including working at heights using ladders, on scaffolding and in confined spaces	E	A&I
Carries out duties under minimum supervision and as part of a team.	E	A&I
<u>Knowledge and Skills</u>		
Knowledge of security and fire alarm systems with the ability to service and maintain	E	A&I
Working knowledge of electrical systems and diagnosis/repair techniques for domestic heating systems in support of the in-house gas team	E	A&I
Able to inspect, test and issue minor work certificates, electrical condition reports and electrical installation certificates for both domestic and commercial properties.	E	A&I
Able to locate and determine electrical malfunctions using test equipment	E	A&I
Able to carry out complete house re wires and repairs along with larger domestic common areas and premises.	E	A&I
Knowledge of health and safety legislation/regulations and experience of maintaining and monitoring a safe working environment	E	A&I
To recommend opportunities for developing and improving the quality of service and organisational systems and processes	E	A&I
Full Current Driving Licence	E	A&I
<u>Personal Characteristics</u>		
Ability to establish and maintain good customer relationships	E	A&I
Ability to relate to other members of staff, customers and external partners for all aspects of the Group's work	E	A&I
Understanding and empathy with the needs of diverse groups and individuals	E	A&I
Has effective communication skills with a range of people and organisations	E	A&I
Has experience of facing challenge, embedding change and managing it positively	E	A&I
Can actively promote learning and development for self and others	E	A&I

Demonstrates effective skills when planning and organising workloads for self and team across an organisation	E	A&I
Has an excellent customer focus, that takes into account the diverse needs of customers	E	A&I
Contributes to and support team working across an organisation	E	A&I
Willingness to work after hours	E	A&I

Electrician (Test & Inspection)
Terms & Conditions of Employment



Salary	£32,517 per annum
Car Allowance / Mileage Rates / Company Vehicle	A company vehicle will be provided for business journeys
Hours of Work	Monday – Friday 8am – 8pm Saturday 8am – 12 noon (On a rota basis) <i>You will be required to participate to the on-call rota during weekends, evenings and holidays.</i>
Organisational Fit Period (Probationary)	6 months
Notice Period	1 month
Pension	Auto Enrolled into the SHPS DC Scheme Option to enter into the SHPS DB CARE 1/120 th pension scheme
Holidays	25 days per annum plus up to 5 days for long service
Sickness Absence	The Group operates a company sickness scheme that provides up to three months full pay and three months half pay after three years service.
Other Benefits	Contributory Health Cash Plan, Employee Assistance Programme and other wellbeing options

How Are MSV Recruiting and Holding Interviews During the COVID-19 Pandemic?

