

<b>Electrical Inspector</b>				
Reference No:	A4263			
Service:	Property Services			
Job Family:	Planning, Property and Assessors	Grade:	FC7	
<b>Task or Responsibility</b> - For this role, there is an expectation that all, or a combination, of the following will be undertaken:				
Responsible for the operation and maintenance aspects of all electrical functions in properties within area of responsibility.				
Liaising with building users and managers to identify the operational requirements of properties.				
Responsible for the effective operation of electrical systems in Council properties including but not exclusively those systems listed below and managing contractors and Building Services carrying out operational functions on these systems: <ul style="list-style-type: none"> <li>• Current Electrical wiring regs (18<sup>th</sup> Edition)</li> <li>• Converse with IET wiring Regulations.</li> </ul>				
<b>Purpose</b>				
This is an operational role with the responsibility of ensuring the efficient and safe operation and maintenance of electrical services in relation to Fife Council's nondomestic building stock.				
The post holder will have an electrical building background and will have responsibility for overseeing planned maintenance and arising repair requirements of electrical services.				
<b>Person Specification: Skills, Knowledge, Qualifications or Experience</b>			<b>E</b>	<b>D</b>
Experience of working in a building electrical services environment across a wide range of building types			✓	
Educated to SCQF level 7 which includes HNC or Advanced Highers or equivalent in a relevant building electrical services discipline and considerable experience post qualifying in an appropriate post			✓	
Experience and knowledge of the workings and operation of building electrical services			✓	
Craft trade or technical background in an electrical services (building) related discipline			✓	
Experience in advising tradespersons and contractors on repairs required to a wide range of electrical equipment			✓	

## Role Profile

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<ul style="list-style-type: none"> <li>• CCTV in conjunction with CCTV Systems Officer.</li> <li>• Catering and refrigeration Equipment.</li> <li>• PAT in conjunction with Contract Administrator.</li> <li>• Block and other storage heaters.</li> <li>• Backup/central battery systems.</li> <li>• Fire Alarm Systems.</li> <li>• Intruder Systems/Door entry systems.</li> <li>• Standby Generators,</li> <li>• Commercial Laundry Equipment.</li> <li>• UPS.</li> <li>• Automatic/Manual Shutters and Automatic doors.</li> <li>• Lifts.</li> <li>• High Voltage Equipment.</li> <li>• Public Clocks.</li> <li>• Lightning Protection.</li> <li>• Automatic lighting systems (specific locations).</li> <li>• Stage Lighting in conjunction with Contract Administrator.</li> </ul>				
<p>Liaising and working with other Inspectors as and when required, providing support and assistance to colleagues, including cover for properties in other areas when colleagues are on leave, off sick or at other times when support is required.</p>	<p>Team working skills</p>		✓	
<p>Visiting Council properties within your area of responsibility to discuss and agree with clients the requirements of all major repairs and maintenance work to be considered during the preparation of list of Planned Maintenance projects relevant to the revenue budget allocation. Authorising repairs up to an agreed value.</p>	<p>Experience of the planned and breakdown maintenance procedures for a wide range of electrical equipment</p> <p>Experience in diagnosing faults on a wide range of electrical equipment including but not limited to: Fire/Intruder systems and current building management systems.</p> <p>Customer service skills</p>		✓	✓

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Utilising and ensuring compliance with service contracts where these exist. Where specialist work is required and where a service contract is not in place commissioning external contractors in accordance with the Scheme of Tender Procedures and List of Officer Powers, ensuring best value.	Experienced in advising tradesmen and contractors on repairs required to a wide range of electrical equipment such as those noted above	✓	
Receiving, processing and co-ordinating Works Requests for Day to Day Repairs, Planned Maintenance and some minor works. Risk assessing and categorising arising repairs as emergency, urgent or routine.	Experience and ability to manage competing workload priorities	✓	
Providing detailed technical specifications of required works to appropriate contractors, in-house (i.e. Building Services) or external.	Experience and good working knowledge of the use and operation of building management systems used to operate lighting and building notification systems	✓	
Inspecting works to ensure quality of workmanship and materials are to a satisfactory standard and that the works are completed within the prescribed timescale.	Communication skills	✓	
Utilising information from systems and procedures such as condition surveys, energy audits, energy monitoring and targeting data and the Council's Energy Management Revolving Fund to assist in the efficient operation of the buildings within your area of responsibility.	Analytical skills	✓	
Monitor utility data at site level to identify abnormal changes to patterns of use or exceptional consumption. Act on abnormal occurrences identified by instigating, carrying out or overseeing remedial action (BEMS).	Problem solving skills	✓	
Utilising the equipment monitoring and alarm functions of building energy management systems to identify potential/actual maintenance issues or failures to achieve early warning. Initiate remedial actions when required to minimise adverse impacts on the operation of properties.	Ability to provide a regular and effective service	✓	
Carrying out electrical condition audits of properties as required in accordance with an agreed programme, and the requirements of building users.	Experience and working knowledge of current IEE 18 <sup>th</sup> Edition Electrical Regulations	✓	✓

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	Experience and working knowledge of IET safety procedures and legislation in non-domestic properties		
Assisting in CCTV day to day repairs and implementing works identified in the Councils Hardwiring procedures so Council properties are fully compliant.	Ability to visit any of Fife Council's buildings at short notice to deal with building electrical services emergencies	✓	
Ensuring adherence to Statute Legislation, ACOP's, Construction and Design Management (CDM) and Fife Council and Property Service policies on Health & Safety.	Knowledge of CDM 2015 Regulations, Asbestos awareness, Health & Safety at Work Act etc	✓	
	18 <sup>th</sup> Edition Electrical Regulations	✓	
	IET regulations	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

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**Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required**

**Before confirming appointment:** You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

## Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

## Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.