



Role Profile

Job Title:	Approved Electrician	Reference Number: I529.01
Directorate and Service:	Enterprise & Environment – Building Services	
Reports to:	Supervisor	
Grade:	TD6	
Job Purpose:	<p>To provide all aspects of Electrical work including maintenance, installations and electrical testing, predominantly to domestic properties and public lighting installations but also on the less complex installations in non-domestic properties and public lighting infrastructure, ensuring that all such works are carried out in a manner that positively contributes to a high quality, responsive and cost effective service which meets Service and customer expectations.</p> <p>The typical range of installations and systems include for Electric: - heating, lighting and power.</p> <p>The range of buildings work is carried out on includes domestic housing, sheltered housing, care homes, offices, libraries, theatres and conference centres, sports complexes, leisure centres and swimming pools, community centres, schools, nurseries, fire stations, police stations and works depots. These range from single storey buildings to multi storey and from standard construction methods to more bespoke and more complex constructed buildings. The typical range of public lighting works includes highway, street, pedestrian and bridge lighting, furniture lighting / illuminated signs, lighting displays, etc.</p>	
Key Tasks & Responsibilities:	N.B. The following describes the broad range of duties and responsibilities but is not an exhaustive listing	

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To carry out electrical maintenance and repair work to components, appliances, installations, systems and infrastructure, e.g. cable / pipe work, including faults caused by damage or other cause, including responsive / emergency repair or renewal work.

To investigate and trace faults, interruptions and loss on continuity and integrity to components, appliances, installations, systems and infrastructure using testing and diagnostic tools and equipment as appropriate.

To decide on appropriate actions or response to findings from diagnostic and testing of faults, etc., i.e. carry out repair or maintenance required, isolate supply and make safe until repair is carried out, or isolate supply, make safe and condemn and submit report to supervisor / other as appropriate in accordance with defined procedures.

To carry out modifications and alterations to existing cable / pipe work installations, systems and infrastructure which increase or reduce the size of original circuits,

To connect new cable/ pipe work to mains supply as appropriate ensuring the integrity and continuity of system on completion.

To fit new components, appliances, etc. to new cable/ pipe work, or remove existing components, appliances and make cable / pipe work installations and make safe / watertight as required.

To plan and run new or additional cable / pipe runs and circuits, in internal or external situations (including trenches), ensuring these are done in the most efficient and economical manner.

To test all works on completion for operation, effectiveness and supply continuity and integrity in accordance with appropriate industry regulations and good practice

To ensure that all works are carried out and completed in accordance with Industry Standards and Regulations, Health & Safety Regulations, etc.

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	<p>To carry out periodic inspection and testing on existing electrical installations and infrastructure in line with regulations and good practice and complete associated documentation accurately.</p> <p>To have flexibility and carry out any “bolt-on skills” work as is required to complete work as defined in Craft Remuneration package and considered as good practice</p> <p>To carry out such works on housing, non-domestic or contracts or infrastructure as directed by line manager.</p> <p>To measure out and set out new works from drawings, bills of quantities, written and verbal instructions, etc.</p> <p>To carry out all preparatory, ancillary, finishing and complementary tasks associated with the job/task in hand which contribute to ensuring work is carried out to the expected standards.</p> <p>To ensure that all such works are carried out in a manner that positively contributes to a high quality, responsive and cost effective service which meets Service and customer expectations, quality standards (e.g. Scottish Housing Quality Standards), KPI’s and other Service specific or client determined performance indicators.</p> <p>To maintain current and develop new competences and certification/registration required of the post e.g. skills, knowledge, accreditation, qualification/certification, etc. e.g. H&S certificates, specific trade accreditation, etc.</p>
General Tasks & Responsibilities:	<p><u>Working Environment</u></p> <p>The post holder will be required to undertake work which includes working outdoors and indoors, regularly in restricted areas i.e. roof attic space/suspended ceilings/under floors, and occasionally in dusty conditions e.g. during down takings, alterations and demolition works and working in trenches for external cable / pipe runs.</p>

Physical Effort

The work will involve walking, standing, bending, stretching, twisting lifting and pulling, carrying working in a kneeling position and working with hands above head level, digging trenches for pipe or cable runs, etc. Dependant on work required the job may involve the use of ladder and or scaffold systems or access platforms.

Supervisory Responsibility

The post holder may have supervisory responsibility for an apprentice providing instructions, guidance and support to allocated apprentice relative to trade following an agreed apprentice training framework

Supervision Received

The post holder will be responsible to the supervisor. (Nb. the term supervisor refers to line manager, e.g. Chargehand, Foreman, Supervisor, Lead Officer, etc.). You will be expected to:-

Work with minimum supervision and instruction through the adoption of modern working practices including mobile working.

Accept work instructions and information directly and remotely using new working practices including hand held technology units, etc.

Maintain contact with the supervisor / other Service contact as and when appropriate/required for clarification/authorisation/further instructions, etc.

Resources

The post holder will be expected to use available technologies, e.g. hand held computer systems, for the receiving of work instructions, communications with supervisor and other appropriate personnel and recording of data as defined and required by the Service

The post holder will be responsible for the appropriate and safe application, use and care of a wide range of resources in the performance of their duties ensuring adherence to safe working practices at all times.

These resources are likely to include portable electric and handheld drilling and coring equipment and accessories, pipe benders, nail guns, screwdrivers, cable cutters, etc.; small plant (e.g. manual lifting

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equipment), diagnostic and testing equipment, scaffold and access systems; mobile elevated work platforms, vehicles and trailers; etc. assigned to them.

The post holder will also use a variety of controlled substances and liquids, e.g. adhesives, sealants, paint, etc. in the performance of their job.

The post holder will be responsible for the provision, maintenance and replacement of personal tools for the performance of the post holder's trade.

To post holder will be expected to ensure compliance at all times with appropriate Health & Safety regulations / requirements appropriate including the wearing and use of PPE clothing and equipment

Knowledge

See person specification for a Group 3 Craftsperson i.e. Approved Electrician.

The post holder will be expected to maintain current and develop new competences required of the post e.g. grading card, skills, knowledge, awareness and certification e.g. H&S certificates

The post holder will be expected to ensure that all works are carried out taking full cognisance of good trade practice and adherence to relevant regulation and legislation e.g. health and safety / risk assessment compliance, etc. so as to avoid injuries, damages, delays in work schedules, etc. if work not carried out in the correct manner.

Experience

See person specification for a Group 3 Craftsperson i.e. Approved Electrician.

You should be a time served Group 3 Craftsperson with experience of installation, repair and testing work on all types of wiring/ pipework systems with the ability to carry out all assigned work to a high standard of workmanship, good practice and customer care

Special Conditions: N/A

Person Specification

Approved Electrician

Within Building Services, Enterprise & Environment



Attributes	Essential	Desirable	Assessment
<p>Experience</p>	<p>Time-served craftsman in required trade as recognised by industry board (Approved electrician)</p> <p>Experience of installations, testing and maintenance of electrical systems to domestic and / or non-domestic properties</p> <p>Or</p> <p>Experience of installations testing and maintenance of public lighting infrastructure, lighting installations, furniture, signage, etc.</p>	<p>Experience of installations, testing and maintenance of electrical systems in Public housing e.g. Local Authority or Housing Association</p> <p>Experience of installations, testing and maintenance of electrical systems in non-domestic buildings, e.g. Public Buildings, Commercial units and Industrial buildings</p>	<p>Application Interview</p>
<p>Education, Qualifications Training and Professional Memberships.</p>	<p>City & Guilds Certificate 17th edition</p> <p>Current (S)JIB grade card</p> <p>SQA Certificate and an S/NVQ level 3 in Electrical Installation (or approved equivalent)</p> <p>or</p> <p>City & Guilds Electrical Installation 236 Course Part 1 and 2</p> <p>or</p> <p>such other qualification(s) as laid down from time to time by the (S)JIB</p> <p>Full Driving Licence</p>	<p>City & Guilds 51B Certificate and Electrical Certificate (or approved equivalent)</p> <p>City & Guilds 2391 Inspection and Testing Certificate (or Approved Equivalent)</p> <p>ECS Certificate</p> <p>IEE wiring regulations</p>	<p>Application Interview</p>

Person Specification

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Within Building Services, Enterprise & Environment



Attributes	Essential	Desirable	Assessment
Skills, Abilities & Knowledge	<p>Ability to carry out assigned work to standard and speed reasonably expected from a qualified Group 3 Craftsperson in specified trade</p> <p>Ability to work on your own with minimum supervision</p> <p>Ability to work on housing and property maintenance works</p> <p>Or</p> <p>Ability to work on public lighting infrastructure and installations including street lighting, furniture and signage</p> <p>Ability to prioritise work and meet deadlines and respond positively when under pressure</p> <p>Ability to interpret instructions from job tickets for material requirements, etc.</p> <p>Rational and methodical approach to problem solving</p> <p>Health & Safety awareness and understanding appropriate to role</p> <p>Ability to use diagnostic and testing equipment appropriate to role</p>		Application Interview

Person Specification

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Within Building Services, Enterprise & Environment



Attributes	Essential	Desirable	Assessment
	<p>Customer service awareness and focus</p> <p>Ability to work from ladder and scaffold systems, access platforms and mobile elevated work platforms</p> <p>Ability to carry out all assigned work to a high standard of workmanship, good practice and customer care</p>		
Interpersonal & Communication Skills	<p>Customer care awareness and recognition</p> <p>Customer orientated approach and attitude to role</p> <p>Good communication skills both oral and written</p> <p>Good team worker and team player</p>		<p>Application Interview</p>
Health & Physical Attributes	<p>Ability to provide a regular and effective service</p>		<p>Pre-employment health screening</p>



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<p>How We Work Matters</p>	<p>OD12 How We Work Matters details the behaviours are required for successful performance in the role.</p> <ul style="list-style-type: none">• Working Together• Delivering Results• Taking Ownership• Customer Focus• Embracing Technology and Information		<p>Application Interview</p>
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Directorate Information

BUILDING SERVICES

The Council's Building Services provides a 24 hr/365 days a year service to our customers throughout Fife. It undertakes a full range of services from the smallest repair such as renewing a tap washer to major capital projects worth hundreds of thousands of pounds.

SERVICE ACTIVITIES

The Service is structured to deliver repairs and maintenance work from local depots direct to the local communities. In excess of 120,000 responsive, routine, urgent and emergency repairs are carried out throughout the year and 24 hour cover is provided for out of hours emergency repairs.

The Service works closely with the Housing Service to bring empty houses up to the letting standard, carry out housing stock improvements, central heating installation, window replacements, gas servicing and major and minor repairs.

The Service also maintains and undertakes contracts work to the Council's non-domestic properties such as schools, care homes, libraries etc. It also undertakes work for Council partners such as Fife Constabulary and the Fire Service.

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SERVICE DELIVERY

The Service has 1030 employees across a range of disciplines and has a turnover in excess of £96 million. All trades are represented within the Service and maintaining a trained motivated workforce is essential to the success of the Service. Building Services invests heavily in training and supports an apprentice scheme with an intake of 20 each year which means at any given time there are Eighty apprentices being trained for the future. This equates to 10% of the frontline workforce.

SERVICE AIMS

Building Services aims to provide a comprehensive buildings repairs and Maintenance Service which is tuned to the needs of the community. A Service which is joined up and integrated with our partners to provide seamless services to our customers which gets it right first time, values its people, promotes quality and achievement and demonstrate continuous improvement and best value to the people of Fife