



HOMES DIRECTORATE

JOB DESCRIPTION

Post Title	Electrician (electrical work to be main skill but with multi skilled abilities across other construction trades preferable)
Salary	£30,067 per annum rising to £33,408 per annum (following successful completion of probationary period)

Main Purpose of Job	<p>To carry out electrical testing to occupied and void properties, undertake remedial electrical works, electrical repairs/installations, maintenance and refurbishment within company owned dwellings / properties.</p> <p>To be able to undertake void inspections on empty properties, record and upload to main IT systems ready for issuing works orders</p>
Reporting To	The postholder will report to the Team Leader Planned Repairs on repairs but will be required to communicate with Void team Leader when carrying out Voids inspections
Responsible for	Apprentices / Trainees when applicable

1. Main Duties and Responsibilities of the role:

To undertake electrical testing and associated remedial works and to significantly contribute to the provision of a first-rate responsive repairs service for South Lakes Housing's tenants by providing **The right repair, done at the right time, first time**, on 'electrical repairs/installations' and other work including:

- Repair/remove/replacement of wide range of electrical tasks including all domestic accessories installation/removal, wiring and rewiring extractor fans, external lighting and fault finding.
- Inspection and testing of occupied/void properties and portable appliance testing.
- Safe use of hand power tools on site.

- To inspect and assess the work requirements of issued orders.
- Ensuring site cleanliness during maintenance work and upon completion of work.
- To provide Out of Hours Emergency service on rota basis (additional remuneration pro-rata).
- To interact on a daily basis with clients and successfully manage their expectations and maintain communication between them and SLH
- Safe use of hand power tools and other equipment on site.
- To manage own tasks within the programme
- To occasionally work on alternative workstreams as business needs dictate.
- To carry out and record void (empty) property inspections when required, reporting back work required

Other desirable trade skills

- Wall tiling
- Domestic low level plumbing
- Floor covering reinstatement
- Plaster patching
- Gutter/RWP and domestic level roof repairs
- Painting

In addition to the above, the post holder will exercise the following responsibilities:

Responsibilities

- Support the Executive Management Team, in the development and delivery of SLH's corporate policies and objectives to an excellent standard
- Ensure (in collaboration with others) that continuous improvement, value for money and best value are delivered by challenging existing practices, setting targets for improvement and intervening as necessary ensuring an efficient, high performing, customer focussed service
- Represent the interests of SLH to external parties
- Contribute towards the achievement of the vision and objectives of SLH

Key Accountabilities

- Ensure the effective delivery and operation of the service
- Assist and contribute in the activities to modernise service delivery and management.

Customer Focus

- Maintain awareness of customer and community needs and how they will impact on service demand over the short/medium term
- Ensure customer focussed service is delivered at property level which engenders respect, honesty, integrity and high degree of communication
- Ensure continuous service development in response to customer needs
- Assist in the development and maintenance of a market led service

Performance Management

- Assist and contribute in the meeting of a range of relevant PIs, NI s and Local indicators.

On Call Obligation

- You will be part of the Emergency 'Out of Hours' team. This is worked on a rota basis for which a payment is made.

Human Resources

- Participate with the Annual Personal Development Review process as required

No job description can cover ever issue which may arise within the post at various times and the jobholder is expected to carry out other duties requested by the Director of Assets, the Repairs Operations Manager and the Team Leader Planned Repairs from time to time.

Job Description updated May 2022

2. Person Specification	Electrician (with Multi Skilled abilities across other trades)
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Ideally candidates will be able to fulfil the majority of the criteria outlined below

E = Essential

D = Desirable

1	Education and Qualifications	
A	Apprenticeship trained to Electrical NVQ Level 3 or equivalent	E
B	A good working knowledge of 18 th Edition to the Wiring Regulations	E
C	A good working knowledge of the 2391/2395 Inspecting and Testing qualification	E
D	Hold the 2391/2395 or 2391-52 Inspection and Testing qualification	D

2	Experience	
A	Wide range of electrical / maintenance work	E
B	Minimum of two years post qualification experience on building maintenance work	E
C	Experience of working on Periodic Electrical Testing programme in a Social Housing setting	D

3	Special Skills and Knowledge	
A	Health and Safety at work relating to Electrical work e.g. working at heights, and portable hand tools etc.	E
B	The ability to trace, diagnose and rectify faults	E
C	Knowledge of the skills, technology and safety procedures required to carry out the full range of tasks contained within the job description	E
D	Other trade skills and methods of work / materials	D
E	Full driving licence for a passenger car with no more than 6 current penalty points	E

4	Additional Requirements of the Job	
A	Ability to work with the minimum of supervision	E
B	Ability to resolve problems with own initiative / experience	D
C	Ability to work flexibly and to be part of the Emergency Out of Hours Team	E

5	Personal Skill	
A	Excellent Customer Care skills	E
B	Strong commitment to team working and proven ability to work well as part of a team	D
C	Interest in and commitment to local public service delivery	D
D	Good verbal and written communication skills including the completion of necessary work documentation	D

Conditions of Service:

- The Post holder will be expected to comply with the SLH's Code of Conduct for Employees.
- Equal Opportunities - SLH aims to be an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. SLH condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.
- Comply with the relevant duties and responsibilities under the Health & Safety Work etc. Act 1974. The Management of Health and Safety at Work Regulations 1999 (as amended) All relevant Codes of Safe Working Practice, policies and other health and safety information relevant to your Services area of work. The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.
- All employees must have due regard to the SLH's current Management Arrangements for Data Quality. All employees have a responsibility to ensure that the data they collect, manage and report, including data from third parties is accurate, valid, reliable, relevant, complete and produced in a timely fashion to aid sound decision making and that appropriate procedures, systems and processes are in place to provide quality data.
- Period of notice by the employee to South Lakes Housing: **1 month**.
- The salary is based on **40 hours per week** however the nature of the role may require longer working hours to complete tasks. Overtime rate is applicable to this role.
- Place of work: **Kendal**. However, the post holder will be required to work throughout SLH's area of operation.