

YORKSHIRE HOUSING JOB DESCRIPTION

Job Title: Electrician	Job Holder: vacant
Reports To: Electrical Team Leader	Job Analyst: Electrical and Facilities Services Manager
Department: Homeworks	Date: April 2017

JOB PURPOSE

You will be responsible for the provision of high quality electrical repairs & alterations to existing fittings and fixtures, rewiring partial or full properties, including inspection, testing and the provision of certification and reporting on condition of the electrical components and equipment contained within our stock.

DIMENSIONS

Staff managed: Apprentice where appropriate

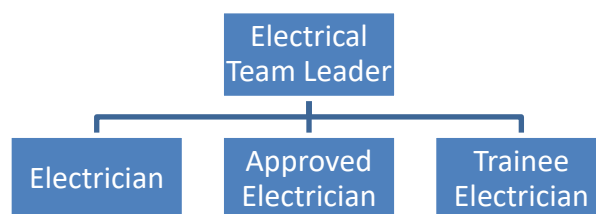
Budget responsibility: None

PRINCIPAL ACCOUNTABILITIES

1. To represent Yorkshire Housing in a positive and co-operative manner and comply with our customer service standards.
2. Assist the Homeworks management team in the diagnosis and inspection of required works.
3. Carry out and complete all required work to the very highest standards of quality and carry out works so as to protect our customers belongings and home, leaving all work areas tidy and free from debris etc.
4. To actively support and liaise with Homeworks management team with regards to future policies and procedures for maximising performance and ensuring customer satisfaction levels and collating the data. Ensuring all installations, repairs and inspections are carried out efficiently and within timescales to maximise the performance of the service.
5. Work safely within the terms of our own safety manual and the requirements of the Health and Safety at Work Act etc, along with adopting any given best practice with regards to health & safety issues – *Remember you are responsible for your own Health, Safety & Welfare day to day.*

6. Produce accurate records of all work undertaken in the format required and provide timely information to the Homeworks management team relating to works undertaken as required.
7. By using your own initiative, resolve were practical any minor/routine technical difficulties on site, liaising with your Team Leader as required.
8. Work as part of a team, liaising with other trades, client officers and the Homeworks administrators.
9. Liaise with the public and tenants whilst carrying out your duties in a courteous and professional manner.
10. You will be required from time to time to work out of hours repairs and maintenance service as necessary and may be required to take part in a call out rota for emergency works cover.
11. Assist in the effective delivery of materials and supply by liaising closely with your management and suppliers as advised.
12. Take pride in your work, striving to attain a high level of excellence, in providing the above services.
13. To uphold the corporate image of Yorkshire Housing by wearing and keeping in good order any supplied clothing.
14. To uphold the corporate image of Yorkshire Housing by keeping vehicles in good order and clean, along with advising management of any vehicle issues as appropriate.

ORGANISATIONAL CHART



Sign-off

Job Holder:

Line Manager:

Signature:

Signature:

Date:

Date:

PERSON SPECIFICATION FOR ELECTRICIAN

REQUIREMENTS	ESSENTIAL DESIRABLE	METHOD OF IDENTIFICATION
Education/Qualifications <ul style="list-style-type: none"> • Good standard of general education to GCSE level (or equivalent • City & Guilds Level 3 (or recognised equivalent qualification) in a related electrical field • City & Guilds 2382 (18th edition) • City & Guilds 2391 or current equivalent (Inspection, testing and reporting) • NVQ in Electro technical Services • AM2 Certification 	Essential Essential Essential Desirable Essential Essential	Application Form Application Form Application Form Application Form Application Form Application Form
Experience <ul style="list-style-type: none"> • Experience of electrical installation, repairs, fault finding and inspection, testing and certifying in occupied domestic properties • Thorough understanding and working knowledge of the Wiring Regulations and relevant building regulations. • Demonstrate a working knowledge of current Health and Safety best practice 	Desirable Essential Essential Essential Essential Essential	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Interview Interview
Practical and Intellectual Skills <ul style="list-style-type: none"> • Ability to plaster patch • Basic IT skills (use of apps, hand held devices/Smartphone) • Actively promote quality and efficiency • Ability to influence others and generate team spirit 	Essential Essential Desirable Desirable	Application Form/Interview Interview/References Application Form/Interview Interview/References
Development <ul style="list-style-type: none"> • Willing to develop own skills and evidence of personal development 	Essential	Application Form

Personal Qualities <ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to work on own initiative with minimum supervision • Personally organized, able to embrace new ideas and processes and proactively support implementation • Energetic, enthusiastic and imaginative • Loyal and able to maintain confidentiality • Full UK driving license * A display of many of the behaviours set out in Yorkshire Housing's 'Living our Values' document 	Essential Essential Essential Essential Essential Essential Essential	Application form/ Interview Application form/ Interview Application form/ Interview Interview / References Interview / References Application form/ Interview Interview / References
OTHER <ul style="list-style-type: none"> • You must have the ability to work outside normal office hours on an occasional basis and a willingness to respond to occasional out of hours emergency calls 	Essential	Application Form

* This document relates to the positive attitude and behaviour expected of employees of Yorkshire Housing. Short-listed candidates will be sent a copy of the document.