

SEFTON COUNCIL SECURITY SERVICES

JOB DESCRIPTION

Department: Locality Services Provision
Section: Sefton Arc
Post: Senior Approved Electrician
Grade: Grade H

Responsible to: Sefton Arc Electrical & Alarms Manager
Responsible for: Apprentice Electricians / Electricians/ Engineers

JOB PURPOSE

- Ensure the electrical quality standards throughout the company are maintained in accordance with current regulations, best practice, NICEIC rules relating to registration, and technical standards are maintained.
- Design Electrical systems including Fire, Security, CCTV, Access Control & associated security systems, and to prepare all required documentation (NICEIC, NSI and any required accreditation body).
- Supervision and training of electricians / apprentice electricians.
- Carry out electrical installations, repairs and maintenance when required.
- Oversee and supervise electrical and security projects and all Sefton Arc Electricians.
- Ensure works are completed to a consistent high standard and on time, and in addition to provide our customers with the best experience of customer service.
- Provide an efficient and effective service as a member of the operations team, creating an environment enjoyable to work in, including colleagues, both trade and office staff as part of your team.

SUMMARY OF MAIN DUTIES

- 1) Supervise the assembly, installation, testing and maintenance of electrical or electronic wiring, equipment, appliances, apparatus and fixtures using hand tools and power tools.
- 2) Diagnose malfunctioning systems, apparatus and components using test equipment and hand tools to locate and correct the problem, and where necessary calibrated to regulatory standards.
- 3) The ability to carry out full periodic inspection reports and complete the necessary certification.
- 4) Perform site inspections and address issues with staff and contract managers.
- 5) Maintain current electrician's licence or identification card to meet governmental regulations.
- 6) Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment.
- 7) Organising, planning and prioritising the electrical work of the section.
- 8) Updating and using relevant knowledge.
- 9) Evaluating information to determine compliance with laws, regulations and standards, including the incorporation of Tool box Talks into working practices.
- 10) Provide preliminary sketches and cost estimates for materials and services.
- 11) To report to the Electrical & Alarms Manager in person, the status of current jobs at the end of each day.
- 12) Undertake designs and quote for any type of electrical / security work.
- 13) Ensure all PPE equipment issued is used, accounted for and kept safe at all times.
- 14) The training, assessment and supervision of electrical staff to ensure competency both prior to and during electrical installation and maintenance.
- 15) Install electrical installations to the requirements of the recognised national and international standards and codes of practice to British Standards and in compliance with the relevant NICEIC Codes of Practice.

- 16) Produce and maintain the installation/service documentation and records required by the above standards and in compliance with the NICEIC Codes of Practice.
- 17) Ensure correct preparation is undertaken for the annual NICEIC inspection and address all issues raised by the inspection.
- 18) Ensure that works are completed within the target response times.
- 19) Collect parts and materials from the supplier as required.
- 20) Drive light vans in a safe manner, and if assigned, ensure vehicles are maintained and kept clean and tidy.
- 21) Attend internal and external training as deemed required for this role to improve effectiveness in tasks set.
- 22) Positively promote and demonstrate the values required by business.
- 23) Develop Sefton Councils commitment to equality and diversity and to promote non-discriminatory practices in all aspects of work undertaken.
- 24) Adhere with section 7 of the health and safety at work Act to take reasonable care of own health and safety and that of others who may be affected by their acts and omissions.
- 25) Partake in Sefton Arc's out of hour's repairs service on a rota basis if required.
- 26) This job description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. It will be reviewed periodically to take into account changes and developments in service requirements.
- 27) Undertake any other duties as are commensurate with the nature of the post and its level of responsibility.

QUALIFICATIONS AND EXPERIENCE

See attached Person Specification

SPECIAL CONDITIONS OF SERVICE

- 1) Acceptance for the post will depend upon successful completion of vetting to BS7858 standard + DBS check and 5 year checkable employment/education history.

- 2) Sefton Council operates a no smoking policy within all buildings/vehicles owned/hired by the authority.
- 3) The influence or consumption of alcohol or other substances will not be permitted whilst on duty.
- 4) You will be required to wear the safety equipment provided and carry an identity card at all times.
- 5) The Service currently operates a 36 hour week.
- 6) You may have to stay on after hours to complete the job in hand for which you will receive additional pay accordingly.
- 7) Additional hours worked will normally be compensated at nationally agreed terms.
- 8) You will be required to attend training courses from time to time.
- 9) You will be required to ensure that at all times good practice is followed.
- 10) A full, clean driving licence is essential.
- 11) As an emissary for Sefton Council, staff must conduct themselves in a professional and polite manner at all times, respecting owners' property, members of the public, and colleagues.
- 12) Observe the highest possible standards in relation to confidentiality and the provisions of Data Protection Legislation.
- 13) You will be required to keep an up to date daily diary in your vehicle and complete the desk diary at the end of duty.
- 14) You must not undertake any electrical / security installations, other than those for Sefton Security Services, without the written permission of the Security Services Manager.

GENERAL

The post holder will be expected to comply, observe and promote the equal opportunity policies of the Council.

All staff are responsible for the implementation of the Council's health and safety policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

Prepared by:

Name:	Steve Dwyer
Designation:	Service Manager – Sefton Arc
Date:	08/08/2023

Post: **Senior Approved Electrician**
 Department: **Locality Services Provision**

Post No.
 Division: **Sefton Arc**

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u>		
Formal technical qualification in electrical Engineering	E	AF/I
Qualified to City & Guilds 236 Part 1 & 2 (or equivalent) NVQ3 for electrical installation	E	AF/I
City & Guilds 2381/2382 18 th edition wiring regulation	E	AF/I
City & Guilds 2391 or 2394/95 or the EAL Level 3 certificate in testing and inspection	E	AF/I
City & Guilds 2394 or the EAL Level 3 Award	E	AF/I
City & Guilds 2395 or the EAL Level 3 Award	E	AF/I
City & Guilds 2400 or the EAL Level 4 Award	E	AF/I
<u>EXPERIENCE</u>		
Five years' experience working as an Approved Electrician		
Three years' in a supervisory capacity in charge of electrical installations	E	AF/I
<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
Knowledge of relevant legislation and/or Codes of Practice i.e. Construction, Building Regulations, and Health & Safety	E	AF/I
Good knowledge of Health & Safety at work Act 1974	E	AF/I
Sound practical knowledge of electrical, construction and maintenance functions	E	AF/I
Able to form and maintain good working relationships at all levels, both internally and externally	E	AF/I
Commitment to providing a high quality service to all customers	E	AF/I
Experience of working in a building environment and completing electrical installation and repair work in occupied buildings	E	AF/I
Have experience in the use of CAD drawings for design	D	AF/I
Have the ability to deliver work plans costs to timetable, often under pressure	E	AF/I
Good interpersonal skills and the ability to communicate well with building owners, external agencies and office based colleagues	E	AF/I
Able to form and maintain good working relationships at all levels, both internally and externally	E	AF/I

<p><u>SPECIAL REQUIREMENTS</u></p> <p>The capacity to work flexibly including evenings and some weekends.</p> <p>Must be able to travel independently over a wide geographical area</p> <p>A commitment to Sefton MBC Safeguarding policies and procedures</p>	<p>E</p> <p>E</p> <p>E</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
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Prepared by: S Dwyer

Date: 08/08/2023

AF = Application Form
I = Interview
T = Test