

## Lancaster City Council - Job Description & Person Specification

|                                                      |                      |                   |      |                                                  |                       |
|------------------------------------------------------|----------------------|-------------------|------|--------------------------------------------------|-----------------------|
| <b>Job Title:</b>                                    | Approved Electrician | <b>Grade:</b>     | GGS9 | <b>Job Code:</b>                                 | LCC603                |
| <b>Service/Team:</b>                                 | RMS                  | <b>Role Type:</b> | COMM | <b>Reports to:<br/>*Title &amp; LCC<br/>Code</b> | Electrical<br>Manager |
| <b>Line Manages:<br/>*Title/s &amp; LCC<br/>Code</b> | n/a                  |                   |      |                                                  |                       |

| Job Overview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <p><b><u>Overview</u></b></p> <p>Perform specific instructions for electrical installation, maintenance and compliance works under the direction of the Electrical Manager, Planned Maintenance Supervisor or Voids Manager whilst working on:</p> <ul style="list-style-type: none"> <li>• Responsive maintenance (day to day).</li> <li>• Voids management works.</li> <li>• Planned works.</li> <li>• Inspection &amp; Testing of Council Properties</li> <li>• Other associated maintenance works.</li> </ul> <p>To conduct site-based electrical work throughout the district, on the Council's housing stock and associated Council buildings.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Direct Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>To work to additional NICEIC guidelines and recommendations to maintain a high standard of electrical installation and maintenance in all council buildings.</p> <p>Be able to understand the responsibility of both you and your employer in relation to health, safety, and welfare in the workplace.</p> <p>To meet our exacting standards for work skills, quality, and customer focus always</p> <p>Be expected to undertake continued work-related training as required and to meet the changing needs of the service, client, and industry, and to embrace modern technology and practises.</p> <p>Be expected as the workflow dictates to work within the planned area of the Repairs &amp; Maintenance team, which is site based on projects throughout the district.</p> <p>To work alongside and in conjunction with the 'in house' repairs team and local sub-contractors on maintenance projects</p> <p>To provide a team-based working approach alongside all other operatives within repairs and maintenance to achieve specific tasks and common goals for the service.</p> <p>Comply with the Council employment, driver, and transport policies.</p> <p>To operate and comply with all reporting systems and returns, including electronic devices e.g., PDA or equivalent equipment.</p> |

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Be flexible in your working practice and, in addition to your core skill, undertake other maintenance tasks as directed to meet the demands of our workload or operational requirements (specific training may be required).

To operate and comply with reporting systems.

Undertake work as directed by line manager.

Timely completion of Inspection and Testing paperwork for Compliance and Safety retention.

### **Primary Measurable Objectives**

To meet quality standards for work skills, delivery and customer focus aiming for a “fix first time” approach to jobs.

To complete work in a timely manner and meet completion times working to Nationally Standard SOR's and KPI targets.

To perform installations, maintenance, and testing in-line with NICIEC guidelines and BS7671. All works will be subject to supervision and audit.

### **Staff Management Responsibilities**

n/a

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| Person Specification                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                        |                                                               |
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| Knowledge & Educational Requirements                 | Essential Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Desirable Criteria                                                                                                                                                                                     | Assessed by: App Form, Interview, Certificate, Test, Other... |
| <b>Specialised Qualifications &amp; Training</b>     | <p>Must have completed a Level 3 Technical certification and the National Electrotechnical Training AM2 qualification with a minimum of 3 years on site experience.</p> <p>An additional 2 years experience (5 years in total) plus a further qualification in Level 3 2391 Inspection &amp; Testing</p> <p>Requirement to keep updated with amendment updates</p>                                                                                                                                                                                    | Full Apprenticeship training achieved.                                                                                                                                                                 | App Form, Interview, Certificate                              |
| <b>Experience</b>                                    | 3 years on site as an electrician plus 2 Years (minimum) performing 2391 Inspection & Testing.                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Previous maintenance position in Social Housing Environment.                                                                                                                                           | App Form, Interview                                           |
| <b>Job Related Skills, Knowledge &amp; Abilities</b> | <p>To be capable and experienced in the design, installation, and testing of electrical installations within domestic, commercial, and industrial areas. Including but not limited to Offices, Caravan Sites, Marketplaces, Public Entertainment Areas, Tenanted Homes, Void Properties and Planned Maintenance works.</p> <p>To independently sign off completed work, taking personal accountability for stating that the premises are safe.</p> <p>To escalate and remedy the work of other electricians if not completed to correct standard.</p> | <p>Digital Certification completion experience.</p> <p>EV CHARGING Installation / Maintenance training.</p> <p>Solar Installation / Maintenance Training.</p> <p>In-Service Testing Qualifications</p> | App Form, Interview                                           |

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|                                                                                    | <p>To act as a senior escalation point when working with other electricians.</p> <p>To have experience fault finding within various environments.</p> <p>To have experience in the completion and submission of various electrical paperwork including but not limited to, Visual Inspection Forms, Minor Works, Electrical Installation Certification and Periodic Inspection Certification.</p> <p>To be able to perform Electrical Safety Inspections to several types of installation and complete all relevant paperwork for themselves and as necessary for others.</p> <p>To be fully trained and conversant with BS7671:2018 regulations and supporting documentation and the ability to perform electrical maintenance and installation tasks in relation to these requirements and guidelines.</p> <p>To work to additional NICEIC guidelines and recommendations to maintain a high standard of electrical installation and maintenance in all council buildings.</p> |  |                     |
| <b>Personal Attributes</b><br>Including<br>Interpersonal &<br>Communication Skills | <p>To be conversant and able to operate and comply with all reporting systems and returns, including electronic devices e.g., PDA, TABLETS, or equivalent equipment.</p> <p>To be capable of clearly explaining the design and relevant installation instructions to other</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | App Form, Interview |

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|                                   | <p>operatives, clients, and managers on request.</p> <p>To complete all forms of paperwork such as timesheets, reports, and certification in a clear and legible manner.</p> <p>To enforce Lancaster City council's values in all communication with clients, staff, and members of the public always.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                     |
| <b>Special Requirements/Other</b> | <p>To commit to our Out of Hours service rota, for coverage of emergency works within the catchment area where required.</p> <p>The post is 37 hours (Monday to Thursday, 8.00am - 4.30pm and Friday, 8.00am - 3.30pm) and is based at White Lund Depot, Morecambe. You are required for operational purposes to work 39 hours per week (as this is in excess of the standard 37-hour week, you will accrue 1 days leave for every 20 days worked).</p> <p>A current full UK driving licence is also essential for this post. The postholder will be required to work on a transient role around the district, as they will have to travel between locations.</p> <p>As a normal part of your job, you will be expected to routinely undertake corporate activities on behalf of your Service. This will include undertaking corporate roles and project work, if it is appropriate to grade of the post.</p> |  | App Form, Interview |

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|  | <p>You will be expected to undertake any training and development appropriate to the current and future needs of the post.</p> <p>The ability to pass a basic Disclosure and Barring Service Clearance.</p> |  |  |
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### **Additional information**

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

|                            |  |                    |  |              |  |
|----------------------------|--|--------------------|--|--------------|--|
| <b>Employee Signature:</b> |  | <b>Print name:</b> |  | <b>Date:</b> |  |
| <b>Manager Signature:</b>  |  | <b>Print name:</b> |  | <b>Date:</b> |  |