

Electrician

Level:	GFE
Team:	Property Services
Line Manager:	Electrical Team Leader
Responsible for:	Apprentices/Trainees when applicable

About the job

- Carry out the repair and maintenance, servicing and commissioning of electrical services installed in domestic and commercial type properties including office accommodation and sheltered housing units.
- Be able to complete the full range of all electrical works as required by business needs.
- Promote the service in a manner consistent with the customer charter, ensuring a high standard of customer care is achieved at all times.
- Ensure that performance is achieved, in line with agreed targets and timescales.

You'll be trusted to

- Carry out work in accordance with Amendment 2 of BS7671 2018, current legislation, and all other technical standards.
- Be fully conversant with Health and Safety legislation and understand how it applies to the work being carried out.
- Work on own initiative with limited supervision and ensure that all works once completed are to be to the Industry Standards, Company Specification and Manufacturers instructions.
- Achieve departmental targets including high levels of customer satisfaction, productivity, first time fix, access rates and minimising revisits.
- Build and maintain excellent working relationships with colleagues, customers and managers to ensure the effectiveness of the service.
- Make suggestions for efficiency savings and service improvements to Team Leader and actively participate in team briefings.
- Carry out installation, repairs, maintenance and commissioning of all types of electrical services including for example domestic and commercial power and lighting circuits, door entry systems, intruder alarm systems, fire alarm systems, emergency lighting systems, CCTV, heating systems, renewables, boiler houses etc.
- Carry out testing of Electrical Services Systems including Portable Appliance Testing and Fixed condition report testing.

- Be capable of carrying out fault diagnosis and rectification work on electrical services installed in domestic and commercial type properties including office accommodation.
- Identify from inspection/fault finding, materials required to carry out installation/repair to the required standard.
- Work on and demonstrate understanding and knowledge of Building Management Systems and associated wiring of controls.
- When business needs carry out installation of new and replacement Electrical Services Systems in domestic and commercial type properties;
- Manage, control and be responsible for a stock of materials held within a van supplied by Vico Homes.
- Use IT systems accurately including job records, stores requisitions and time sheets as required.
- Ensure the safe handling and storage of all plant and equipment, including regular checks for roadworthiness on vehicles for which you are responsible.
- Liaise with tenants and premise managers concerning the timing and progress of work to be undertaken.
- Work up to 37 hours per week, Monday to Friday, with a flexible approach and occasional weekend work when service demands require.
- Work flexibly across the Property Services operating area, supporting the full range of electrical repairs, testing and servicing programmes and all installation projects as needed.
- Undertake any other duties as directed by the line manager that are appropriate to the grade and overall purpose of the job.

Who you'll work with

Internal: Managers and Team Leaders

External: Tenants, occupants of properties and members of the public

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Recognised qualification in electrical installation.	✓		AF / CQ
A Qualification at Level 3 of the Regulated Qualification Framework, such as a NVQ Level 3 including AM2 or equivalent.	✓		AF / CQ
18th edition Am3 BS7671 2018	✓		AF / CQ
Appreciation of programming and timescales regarding other trades.	✓		AF / I
Cost conscious and delivers a value for money service.	✓		AF / I
Excellent time keeping skills.	✓		AF / I
Ability to work with a minimum of supervision, be organised in managing own workload and self-motivated.	✓		AF / I
Excellent levels of productivity amongst trade group.	✓		AF / I
Experience of installation, testing, servicing, maintenance and repair and commissioning of Electrical Services Systems installed in domestic and commercial properties.	✓		AF / I
Health and Safety at Work Regulations. e.g. Asbestos awareness, COSHH, Manual Handling.	✓		AF / I
Relevant post qualification electrical experience on building maintenance work	✓		AF / I
A wide range of experience and knowledge of electrical working practices.	✓		AF / I
A working knowledge of Am3 BS7671 2018	✓		AF / I
Knowledge and understanding of NICEIC processes and procedures.	✓		AF / I
Able to demonstrate a customer focused attitude and experience of working in a customer facing environment.	✓		AF / I
Able to communicate with the public and clients in a polite and pleasant manner.	✓		AF / I
Proven track record in excellent customer care.	✓		AF / I
Able to liaise with work colleagues and other trades.	✓		AF / I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Current, valid UK Driving license with the ability to travel throughout Vico Homes operating area as required by the business.	✓		AF / CQ
The ability to deliver a quality service and work flexibly in terms of hours of work and work content; to suit the business and customer needs.	✓		AF / I
In date ECS card		✓	AF / CQ
Electrical inspection, testing and commissioning qualification CG 2391, 2394, 2395 or equivalent.		✓	AF / CQ
Understanding the requirements of specifications and drawings.		✓	AF / I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification