

| <b>Post title</b>         | Approved Electrician                                    |
|---------------------------|---------------------------------------------------------|
| <b>Division / Section</b> | <b>Edinburgh Building Services (EBS)/Roads Services</b> |
| <b>Department</b>         | <b>Services for Communities</b>                         |
| <b>Responsible To</b>     | Team Leader/Inspecting Supervisor                       |
| <b>Number of Posts</b>    |                                                         |

### **Purpose of Job**

To work, either as an individual or as part of a team of operatives, installing, testing, maintaining and repairing domestic and non domestic electrical systems across the Council.

Contribute to delivering the Councils core values.

### **Major Tasks/Job Activities**

Complete domestic and non domestic electrical related work across the council 100%

Install, repair, renew, test and maintain electrical installations as required, meeting all legislative requirements.

Inspect test and issue certification for all electrical installations and repairs.

Carry out fault diagnosis on site.

Carry out safe isolation – lock off and tag out/signs.

Install and repair street, bridge and underpass lighting and floodlights to schools and sports pitches.

Install weatherproof boxes, joints and fixings.

Prepare sites for safe working to include temporary traffic lights, signs, cones and barriers etc. in line with current legislation.

Installing temporary lighting and pop up power units.

The safe separation and recycling of components/materials in accordance with current legislation.

Keep up to date with required trade qualifications.

As required report all non electrical faults to FM Helpdesk/ Repairs Direct/Management.

As required take part in winter weather working e.g. snow clearing, gritting etc.

As required complete labouring duties in conjunction with electrical work.

May be required to undertake any complimentary duties and training in support of the craft operations as instructed by management.

Liaise with customers to provide a customer focussed service.

Ensure all operations are carried out in a cost effective manner consistent with the requirements to achieve best value.

Keep records of work undertaken, including maintenance & repairs work.

Communicate with management and colleagues via appropriate method.

Complete jobs within the required timescale.

Comply with H&S policies and procedures and carry out on site risk assessments for jobs undertaken.

Organise and order materials via stores and external suppliers and return unused materials.

Where applicable participate in 'out of hours' emergency rota.

Ensure site of job is left clean and safe.

Attend team meeting, performance reviews, training etc as required.

Undertake any other reasonable duties as directed by the management.

### **Supervision and Management of People (Numbers and type of staff)**

When responsible for an apprentice/work placement the post holder will carry out on the job training and regular assessment and will provide feedback to Management.

Allocates and inspects work given to PLO's, contractors and agency staff.

Supervise non-electrical trained staff when required.

### **Creativity and Innovation**

The post holder requires diagnostic skills to solve on the job problems which arise when carrying out repair, maintenance, testing or installation work to ensure and certify the work complies with the appropriate legislation, and where required building warrants.

May be required to modify plans to suit the customer's needs and where required design electrical circuits to meet customers and safety needs.

Measuring, producing and fitting installations with specific on site requirements.

In emergency situations, devise solutions to maintain customers in their property.e.g installing emergency heating/lighting.

They are also required to ensure that all sites are a safe place to work, this requires problem solving skills / risk assessments to ensure work is able to progress safely.

Required to identify appropriate equipment/tools/materials for each job.

### **Contacts and Relationships**

The post holder will be required to assess requirements and inform customers of:

- Work to be carried out.
- How the works will impact on them or the users of the building.
- Any further work still to be completed.
- Health and Safety information about the repair/ installation.
- Advise upon completion of work and demonstrate the use and functions of any equipment installed.

The post holder will be required to develop and maintain effective relationships with a diverse range of people and organisations, including:-

- FM Helpdesk/Repairs Direct to get new jobs, modify jobs, request other trades etc.
- Relatives, Mobile Wardens, Housing Officers and Social Workers of vulnerable customers. To explain about visit, gain access and complete the job.
- Post holders must inform the appropriate building contact on arrival, completion or no access.
- Fleet Services in relation to vehicle checks.
- Management in relation to Operational provision, health and safety, performance, change, and resolving complex technical issues.
- Manufacturers to discuss new products and associated problems and provide feedback, if required.
- Colleagues and contractors in relation to completing electrical or electrical related work.
- Other council colleagues and third parties in relation to non electrical work e.g. Structural Engineers to examine bridges, CCTV installers for installing and removing equipment.
- External and internal suppliers in relation to sourcing materials.
- Professional bodies in relation to Legislative and/or Technical advice/guidance
- Statutory Authorities in relation to Legislative requirements.
- Emergency Services and Scottish Power in relation to emergency situations that may arise and cross boundary working. These situations can be extremely complex and challenging.
- Conservation groups when working in and around heritage sites. To advise on work in progress.

### **Decisions (Discretion)**

The post holder will be required to make the following decisions:

- The best way to carry out a repair or installation.
- Decides on the correct materials and equipment for the job.
- If further work required or the job will take longer than expected the post holder must decide the best course of action to ensure customers receive the best possible service.
- Decides on competency of Apprentice before allocating tasks.
- Decide if there is a need to change plans to ensure a safer job.
- Identify and progress any follow on work if required.
- Inform management of any extended work periods which may impact on meeting future appointments/planned visits.
- If any activity in a property is improper or gives cause for concern it should be reported to management.
- When dealing with emergency work during the day or on standby, how best to prioritise work on the basis of risk to customers and the public, when to request other trades, when to call Emergency Services etc.

The post holder can recommend road closures, for safety reasons, if working close to live traffic/public.

The post holder can make recommendations regarding the closure of buildings and the re-housing of the occupants.

The post holder can recommend if an installation requires an upgrade rather than a repair.

### **Decisions (Consequences)**

The decisions made in the course of the job will impact on the health and safety of themselves, customers, colleagues, general public, and customer satisfaction and performance targets.

### **Resources**

The post holder is responsible for the safe use, safekeeping and cleanliness of their non LGV vehicle and where applicable a van mounted vehicle access platform and MEWP. Plant, tools, PPE and where applicable IT equipment including mobile communications equipment. Vehicles provided are for the sole use of Council Business only.

The post holder will carry up to £5k of plant equipment and up to £8k of stock within the van allocated to them. They are fully responsible for the safe keeping, monitoring and replenishment of these resources. The value of IT equipment is approximately £500.

The post holder is required to complete vehicle check sheets and vehicle defect book, standby sheets and job sheets. And complete HAVS recording.

### **Environment – Work Demands**

The post holder is fully responsible for completing the work once a full assessment has been carried out by them and in line with the set designated timescales e.g. Right First Time/ Tenants First Targets. They are expected to make the assessment on site and where required inform the customer. If they are unable to complete the work they must inform management and/or Repairs Direct/FM Facilities to book follow on work before leaving site.

The post holder is required to reprioritise their workload to accommodate emergency calls or to accommodate work by other parties e.g. Scottish Power.

When responsible for an apprentice, will assess competency, then allocate and check work on completion.

### **Environment – Physical**

This is an operational post and physical demands such as manual handling, carrying, bending, kneeling and generally working in small awkward spaces are required as part of the job.

For the majority of the time the post holder will be standing and crouching for long periods under floorboards, in attics and cupboards. Working outside in the same position for long periods, kneeling and bending while working on lighting columns.

The post holder is required to lift and carry various items in the course of their duties in compliance with correct manual handling procedures. These items may include;

- Materials/tools/ladders up flights of stairs where there are no lifts.
- Furniture, white goods and carpets/flooring
- Lighting columns, rolls of cable, lanterns, Road signs and ladders.

The post holder may also pull cables through ducting sometimes for long distances.

### **Environment – Working conditions**

The post may require the approved electrician to work in conditions for long periods of time which could be:

- Noisy, dusty and dirty due to working under floorboards, in attics and in the use of power tools and vibrating machinery for the duration of each job.
- Noise and fumes from traffic when working on street lighting.
- Extremely dirty in unhygienic properties.
- Potentially exposed to pet/human excrement while working in properties and on the street.
- Outside in all weather conditions carrying out street lighting installation and maintenance work. .

Required to be vigilant when investigating electrical faults and working with electricity.

An awareness of safe working procedures particularly when working close to gas and water supplies.

Required to take care when working with electricity near live traffic, bridges and waterways.

Required to take care when working near high voltage overhead lines.

Care should be taken when using power tools while working up ladders, on MEWS, under floorboards and in attics.

Care should be taken when using hazardous material and COSHH advice sheets should be followed at all times.

Should take care when lone working as they may be subject to challenging behaviour.

### **Knowledge and Skills**

The post holder must have:

- An approved recognised trade qualification e.g. City & Guilds, SVQ level 3 or equivalent.
- An Approved Electricians recognised trade qualification e.g. SCOTVEC Parts 1 & 2 or equivalent.
- Trained to current regulations.
- Inspection & Testing certificate
- A full UK driving licence.
- A CSCS/ECS Card.

The post holder should have a working knowledge of all current Health and Safety legislation and best practice.

Ability to effectively plan workloads, identify areas of potential failure and take preventative action.

Be able to communicate technical information to customers and colleagues which is meaningful.

Be able to use a range of communication skills when dealing with challenging customers.

Flexibility is essential given the diverse nature of the working environment.

The following training/certification will be required depending on specific duties;

- IPAF certificate for working on Mobile Elevated Working Platforms.
- ERG39
- PASMA

- Use of cable avoidance tools
- Traffic Management to Chapter 8
- Safe use of Ladders
- Skill to drive in hazardous or adverse conditions during severe weather conditions.

## **Health and Safety**

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

## **Organisation Structure**

*(attach structure - specific to area of operation).*