

**BUIDHEANN TIGHEADAS LOCH AILLSE AGUS
AN EILEIN SGITHEANAICH LTD
LOCHALSH AND SKYE HOUSING ASSOCIATION**

JOB DESCRIPTION

- 1. POST TITLE:** **ELECTRICIAN**
- 2. GRADE AND SPINAL POINTS:** Professional & Administrative Grade 7, PA22-25
- 3. RESPONSIBLE TO:** Technical Services Co-ordinator
- 4. RESPONSIBLE FOR:** N/A
- 5. JOB PURPOSE**
 - 5.1 To assist in providing an efficient and effective asset management service to the Association's tenants and other clients approved by the Association.
- 6. MAIN DUTIES**
 - 6.1 To assist in carrying out assessments of works required, agreeing tasks to be undertaken and making arrangements for the work to be carried out, as directed.
 - 6.2 To assist in carrying out all types of electrical and associated trade improvements, replacements and repairs all in accordance with the Association's Asset Management Policy (see Appendix 1).
 - 6.3 To assist in supervising and appraising the work of any electrical or related trade apprentices employed by the Association and any other operatives assigned to Property Services tasks.
 - 6.4 To communicate efficiently, effectively and courteously with clients in respect of the works being undertaken.
 - 6.5 To act in accordance with the Association's policies and procedures including the Health & Safety Policy, Equal Opportunities Policy and Codes of Conduct and to report any breaches to the Technical Services Co-ordinator or other Line Manager.
 - 6.6 To comply with all relevant statutory procedures, including contributing to the preparation of risk assessments, method statements and construction safety plans.
 - 6.7 To undertake any training or development which the Association considers necessary to meet the requirements of the Job Description.
 - 6.8 To maintain appropriate and accurate records including financial records to assist in the monitoring and reporting requirements of the Association's policies and procedures.

7. **GENERAL**

- 7.1 To adhere to the Association's policies and procedures in respect of confidentiality arrangements.
 - 7.2 To ensure that any allocated vehicle is at all times used and maintained in a safe, roadworthy and clean condition and is kept securely when not in use, all in accordance with the Association's policies and procedures.
 - 7.3 To assist in ensuring that all premises used are used and maintained in a safe and clean condition and meet the requirements of the Association's Health and Safety Policy.
 - 7.4 To assist in ensuring that all tools and equipment used are used and maintained in a safe and clean condition, meet the requirements of the Association's Health and Safety Policy and are kept securely when not in use.
 - 7.5 To contribute to the general development and wider activities of the Association as a member of the staff team and to act at all times in the best interests of the Association.
 - 7.6 To undertake any other duties on behalf of the Association as reasonably requested by the Technical Services Co-ordinator or other Line Manager.
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ELECTRICIAN JOB DESCRIPTION – APPENDIX 1

To assist in carrying out the following tasks:-

- Reactive repairs within domestic properties and any non-domestic properties maintained by the Association.
 - Planned heating system changes.
 - Individual property electrical inspections and associated remedial works.
 - Communal area electrical inspections and associated remedial works.
 - Fire Alarm checks and remedial works.
 - Smoke Detector inspections and replacement.
 - Carbon Monoxide Detector inspections and replacement.
 - PAT Testing electrical equipment.
 - Rewiring or partial rewiring of properties.
 - Annual heating system inspections and remedial works.
 - Annual Solar Panel inspections and remedial works.
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PERSON SPECIFICATION

POST TITLE: ELECTRICIAN		GRADE: PA 22	
TRAINING & EDUCATION			
	ESSENTIAL	DESIRABLE	
Good all-round education	✓		
Time Served/NICEIC qualified	✓		
SKILLS AND ABILITIES			
Implementation of repair and improvement works	✓		
Excellent interpersonal and communication skills	✓		
Able to work on own initiative	✓		
Commitment to working as part of a team	✓		
Ability to work to deadlines	✓		
Flexibility to assist all trades	✓		
Excellent record keeping abilities	✓		
EXPERIENCE			
Assessing work requirements and planning tasks to be undertaken	✓		
Electrical/repairs, improvements and installation	✓		
Have maintained and monitored stores and equipment	✓		
Working knowledge of Health & Safety requirements	✓		
Supervision of apprentices/trainees	✓		
Reporting on works progress	✓		
OTHER REQUIREMENTS			
Full Driving Licence	✓		
Ability to work out of hours	✓		
Knowledge of IT systems	✓		