

## Job Description

<b>Job Title:</b>	Responsive Repairs Electrician
<b>Division:</b>	Repairs and Maintenance
<b>Reports to:</b>	Electrical Co-ordinator, Electrical Supervisor, Contract Manager, Divisional Manager
<b>Direct Reports:</b>	Electrical Admin
<b>Main Interfaces:</b>	Administration Team, Residents, RLO's, Supervisor, Electrical Co-ordinator Contracts Manager, Client, Apprentices

### Overall Purpose

To install, service and maintain electrical systems and appliances in domestic and commercial properties to a high quality standard in accordance with the current Edition of the IET Wiring Regulations.

### Key Tasks / Activities / Responsibilities

- Reading and taking information from the job outline tickets
- Carry out repairs to domestic dwellings
- Be available for the out of hours call out service
- Communicate between tenants, office staff and the client
- Undertake routine maintenance and servicing to electrical systems and appliances to required standards
- Trace, locate and rectify faults and ensure systems and appliances are left in a safe and serviceable condition
- Report all faulty appliances / installations that do not comply with current regulations
- Replace electrical sockets and fittings
- Replace consumer units
- Rewire domestic properties both occupied and void
- Install smoke alarms, fans, shower units, shower circuits
- Working as an integral team member as well as a mentor and coach to apprentices and improvers
- Ensuring that Health and Safety standards are met
- Ensuring a first time fix on as many occasions as possible
- Accepting jobs in any area required by your line manager, Contract Manager or Divisional Manager
- Excellent time keeping
- Assisting with Health and Safety inspections
- Carrying out the necessary Health and Safety risk assessments when on site
- Adhering in all aspects of work according to the regulatory standards
- Supports the identification of ways to reduce cost
- Must be prepared to comply with all company policies and procedures
- Must be prepared to work at heights using ladders, scaffolding and work in confined spaces and in a variety of work conditions that may prevail at that time
- Must be prepared to undertake any additional training associated with the specific requirements of the trade, as well as training in Equal Opportunities
- Must possess a full, well-maintained tool kit at all times
- Must possess a valid full driving licence
- Follow and support policies, procedures, initiatives and work instructions related to sustainability improvement and environmental compliance
- To cover OOH emergencies

## Person Specification

### Key Knowledge

- Repairs and Maintenance
- Health and Safety regulations
- Site Safety Training
- Manual Handling Training
- Must be able to drive and have a good knowledge of the local area
- Qualified City and Guilds, NVQ level 3
- 2391 test & report (Desirable)
- 17th edition and full qualification to support (Desirable)

### Key Skills

- Should have good written and verbal communication skills
- Must be able to drive and have a good knowledge of the local area
- Ability to effectively manage time, and a positive attitude
- Good time keeping and attendance
- Ability to work under pressure
- Attention to detail
- Fault find
- Work testing
- Decision making
- Problem solving
- Work on your own
- Ability to effectively manage time, and a positive attitude
- Excellent time keeping and attendance
- Ability to work under pressure
- Attention to detail

### Key Experience

- Repairs and Maintenance
- Electrical
- Testing qualification would be good but not essential
- Social Housing

### Other Key Information

- Excellent Work ethic
- Treating others with respect
- Clean driving license
- Clean DBS
- You must own an Android or IOS mobile phone which you will use as part of your job (BYOD)
- All staff has a personal responsibility and accountability to Axis to ensure that their day to day activities adhere to the Sustainability Policy Statement and Plan and minimise the impact upon the environment.
- It is the responsibility of all staff to ensure that their day to day activities embrace sustainability and reduce the impact upon the environment by minimise waste and maximise recycling; saving energy; minimise water usage and report any electrical faults, water leakage or other environmental concerns to the facilities or line manager.

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I have read and understood the provisions of this job description.

I understand that this document forms part of my employment and I hereby confirm my agreement with its provisions.

Name:

Signature:

Date: