JOB DESCRIPTION

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| **JOB DESCRIPTION**  Electrician | DEPARTMENT Housing & Property Services |
| SALARY £34,654.00 per annum (From 1st April 2023) (£17.54/Hour)  Stand-by Cover £125.00/week  Attendance on Call-outs paid separately | SECTION/FUNCTION Cunninghame Housing Association Direct Works |
| REPORTING TO Electrical Qualifying Supervisor | REVIEWED March 2023 |

## JOB PURPOSE

1.1 To provide an efficient customer focused service for tenants of Cunninghame Housing Association by undertaking a range of electrical works within their homes ensuring a high standard of work is achieved.

1.2 To provide a range of electrical repair works within the Association’s own stock and to assist in the delivery of the kitchen, bathroom and medical adaptation replacement programmes.

1.3 Undertake smoke and CO alarm installations in domestic properties

1.4 Carry out full electrical inspection condition report (electrical safety certificate) on domestic and commercial properties owned by CHA

1.5 To provide an emergency call-out service by attending to emergency calls and making safe and securing as necessary in evenings, weekends, and Bank Holidays.

1.6 Ensure effective relationship management with internal customers and external partners / agencies in order to manage the reputation of the Organisation.

### ACCOUNTABILITY/RESPONSIBILITY

* 1. The post holder is accountable to the Direct Works Manager, but daily work instruction will be through works foremen and works supervisors.
  2. The post holder is responsible for the training and supervision of any electrician apprentice.

1. **MAIN DUTIES OF POST**

3.1 As directed undertake work using trade skills in a trade discipline with minimal supervision as directed to ensure successful delivery of a quality installation works, small repair, maintenance, and improvement service and that maximises customer satisfaction.

3.2 To carry out all work and associated duties according to agreed timescales, to agreed performance output targets and to high quality standards.

3.3 To undertake the technical assessment of repairs and carry out those repairs.

3.4 To undertake specific visits and advise on the materials and time required to deliver these works.

3.5 Utilise the Associations mobile working software to record start and completion times of all jobs and to capture all necessary job information. Take note of all health and safety warnings and plan works accordingly following safe working practices.

* 1. On a rota basis covering evenings/weekends and Bank Holidays, as part of a team cover a responsive emergency standby service operated by the Association. Record all work carried out to make safe and secure and report any follow-on work necessary to affect a permanent repair.
  2. Attend all out of hours calls as necessary in accordance with set timescales.
  3. As directed by works supervisors, attend properties with other tradesmen where 2 people are required for reasons of Health & Safety.

3.9 Liaise with work schedulers on a daily/weekly basis regarding job progress.

3.10 Ensure that works are carried out in accordance with the appointment times set for the various jobs.

3.11 In compliance with internal operating procedures, purchase materials from relevant nominated suppliers and submit paperwork to the Administration Team.

3.12 Check and maintain van stock. Notify admin on low stock levels in order that supplies from main store can be allocated and replenished as necessary.

3.13 Ensure that all vehicle checks and associated paperwork is completed on a daily basis in compliance with our health and safety procedures.

3.14 Ensure the security of tools and equipment within and out with the office and maintain tools and equipment in a serviceable condition at all times in accordance with the Association’s health and safety policies and procedures.

3.15 Maintain a stock of relevant materials and share responsibility for the store / work area in compliance with internal operations procedures.

3.16 To undertake other maintenance tasks which may be instructed from time to time by the Electrical Qualifying Supervisor.

3.17 Demonstrate a working knowledge of health and safety procedures.

3.18 Ensure personal identification is carried and can be produced at all times during working hours.

3.19 Adhere to the Group staff code of conduct at all times.

3.20 Train and mentor dedicated apprentice / trainee and supervise practical tasks in the first year.

**4. Any Other Duties**

4.1 Any other duties as agreed with the Electrical Qualifying Supervisor.

No job description can cover every issue which may arise within the post at various times and the post-holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.