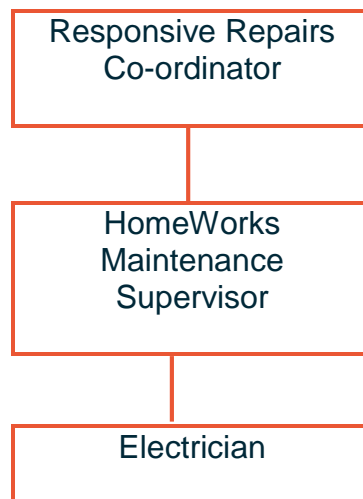


## Role Profile

<b>Job title:</b> Electrician
<b>Department:</b> HomeWorks
<b>Reports to:</b> HomeWorks Maintenance Supervisor
<b>Grade:</b> 4
<b>Staff responsibility:</b> No direct reports

## Organisational Structure



## Job Purpose

To deliver a repairs and maintenance service to customers by working effectively through own initiative and as part of a team. To effectively diagnose faults relating to electrical installations and circuits, as well as carrying out small installations and condition reports.

## Key Accountabilities

- Responsible for carrying out a range of duties connected with the repair and maintenance of Cairn Housing Association owned properties. Following instructions given by the HomeWorks Supervisor, attending pre planned appointments promptly, multi-tasking where appropriate, planning and organising daily work, accepting responsibility for technical decisions whilst on

site. Also responsible for organising and managing materials required, reading, keeping records, handing in job records daily and following administrative procedures as directed.

- Working to a high quality standard ensuring high quality workmanship and maintaining an acceptable level of productivity.
- Use IT technology as required ensuring the delivery of goals.
- Carry out duties, which require possession of a reasonable standard of numeracy and literacy (as the job requires the employee to complete time sheets and claim forms, keeping records and to fulfil statutory checks as required).
- Adapt to changing working environments and work patterns as deemed necessary to meet strategic goals of the service area.
- Represent HomeWorks in a manner conducive with the standards expected, including the carrying of an identity card and wearing of the uniform supplied. Communication with customers, HomeWorks team and members of the public in a polite manner placing the highest possible emphasis on customer care. Encouraging customer involvement and feedback.
- Driving vehicles and operating plant and equipment associated with building maintenance and new construction. Keeping vehicles and plant clean and in good working order and reporting defects daily.
- Responsible for maintaining health, safety and welfare of self, other employees and members of the public ensuring adherence to safe working practices and environmental procedures. Including attendance of weekly team meetings to discuss operational issues and Health and Safety updates (Tool box talks).
- Adhere to agreed policies and procedures.
- To carry out any other reasonable tasks as required by the Supervisor.
- To carry out the role using the core values of the organisation as guidance

## Person Specification

### Education

- Recognised electrical qualifications
- Qualified to 17th Edition of BS 7671.
- Educated to Standard Grade or equivalent in English and Maths

### Experience

- Relevant Health and Safety awareness, such as ensuring adherence to safe working practices and environmental procedures
- Basic I.T skills- Microsoft word, excel and e-mail

### Knowledge

- Experience of working for a local authority.
- Previous experience of working in a similar role.

## Skills and Abilities

### Essential

- Recognised electrical qualifications
- Qualified to 17th Edition of BS 7671.
- Educated to Standard Grade or equivalent in English and Maths
- Relevant Health and Safety awareness, such as ensuring adherence to safe working practices and environmental procedures
- A full drivers licence
- Basic I.T skills- Microsoft word, excel and e-mail
- Record keeping

### Desirable

- Health and Safety Qualification.
- Experience of working for a local authority.
- Previous experience of working in a similar role.

## Personal Qualities

- Following Through -establishes procedures and monitors the progress and results of plans and activities to ensure that goals are achieved
- Teamwork - co-operates with others and is able, where appropriate, to complement the roles of others by taking on the role of leader, peer or subordinate.
- Compliance - adheres to policies and/or procedures, or seeks approval from the appropriate authority before making changes
- Decisiveness - exhibits a readiness to make decisions, render judgements, take action or commit oneself
- Ambition - is driven to do well, be effective, achieve, succeed and progress quickly through the organization
- Innovation - is change-oriented and able to generate and/or recognize creative solutions in varying work-related situations.
- Vitality- maintains a high activity level, is enthusiastic, motivated and energetic
- Personal Impact - creates a positive first impression, commands attention and respect, and is socially confident
- Oral Communication - expresses thoughts effectively and convincingly, using appropriate verbal and non-verbal behavior to reinforce the content of the message
- Written Communication - express thought in writing in a grammatically correct, well-organized and well-structured manner
- Self Confidence - demonstrates a genuine belief in the likelihood of personal success and communicates a positive self-esteem to others
- Handling Feedback - able to handle feedback and use feedback with positive outlook to improve performance
- Conscientiousness – conscientious in daily work ensure Association values are met.

## Core Competencies

- Put our customers first
- Strive for excellence
- Be accountable
- Think and act as 'one team'
- Demonstrate respect
- Achieve work/life balance