

## JOB PROFILE

<b>Job Title</b>	Electrician LWBF
<b>Location</b>	Romford Office working across London Borough of Waltham Forest
<b>Responsible to</b>	Electrical Contracts Manager

### Job Purpose/Key Responsibilities

To undertake electrical installation and maintain electronic and electrical systems.  
To install, inspect and test equipment, making sure that electrotechnical systems work.  
To find and fix faults.

- Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem
- To assemble, install, test and maintain electrical wiring, equipment, appliances, apparatus and fixtures using hand tools, power tools and other specialist equipment to 18<sup>th</sup> edition wiring regulations.
- Training apprentice electricians.
- Ensuring that a high standard of safe working practices are maintained at all times.
- Ensuring that activities are carried out in an efficient and practical manner.
- Connect wires to circuit breakers, transformers, or other components.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
- Advise management on whether continued operation of equipment could be hazardous.
- Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system.
- Liaise with all stakeholders and contractors as required to ensure a high quality service is delivered and a high level of customer satisfaction is achieved.
- Plan and organise your own daily work, ensuring work is complete in the allocated time.
- Carry out survey reports as required.

- Responsible for the delivery of planned commitments to the client, ensuring agreed KPI's and service levels are being met.
- To maintain a high standard of customer service for all internal and external facing activities
- To attend regular meetings.
- To comply with the company's Health & Safety policy at all times and follow all related safe systems of work and risk assessments that are produced for the task.
- Work alone to find and present faults and concerns in electrical systems without receiving explicit direction.
- Possess working knowledge of IEE regulations, City & Guilds 2360 and 2382 qualifications, and inspection and testing certificate ( 2391)
- To undertake tasks as necessary to ensure the achievement of the project.

## Experience/Qualifications

- Must hold 2391 Testing Certificate & 18<sup>th</sup> Edition Regs.(Essential)
- Level 3 Electrical Qualification
- Power Lighting, Wiring, Alarm systems, Fire Prevention Systems awareness essential
- Asbestos awareness
- Experience of working within the social housing sector
- Electrician Apprentice mentoring ( ideal not essential)

## Skills

- an ability to work carefully, methodically and safely
- a head for heights and willingness to work in all sorts of weather
- a willingness to work in confined spaces
- a flexible approach
- The ability to establish and maintain effective, professional working relationships with internal and external stakeholders
- Excellent communication and interpersonal skills, negotiation and persuasion skills, including the ability to weigh up and articulate the risk and benefit of various scenarios and propose effective resolutions
- an ability to follow technical drawings, building plans and wiring diagrams
- Strong analytical, numeracy and literacy skills
- To be able to prioritise workload in order to meet deadlines

- To be able to work as part of a team
- The ability to demonstrate a high degree of integrity, discretion, diplomacy commensurate with the nature of the post
- Demonstrate familiarity with NICEIC requirements
- IT literate - Desirable
- Must hold ECS or CSCS card
- Full clean driving licence

## Competencies

### Planning & Organising

Ensuring the successful achievement of results through the effective planning and management of resources, which are in line with the organisation's strategic direction. The ability to think through and adopt a clear, sensible step-by step approach to planning and organising work making effective use of time, resources in order to get the job done as effectively as possible.

### Team Working

Working collaboratively and sharing information within and across Aston Group to contribute to the effective delivery of services. Building and maintaining good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals.

### Client Service

Focus on discovering and acting on the client's needs. A commitment to putting the client first. Clients may include 'internal' staff and external clients.

### Striving for Excellence

Desires to improve performance, do a task better (faster, more effectively or at a lower cost) by committing self in accomplishing challenging objectives/targets or competing against more stretching self-defined standards of excellence.

### Problem Solving

The ability to analyse in a logical way and identify patterns and connections which are not immediately obvious. The ability to sift out the essential elements from a mass of complex information and integrate and synthesize ideas and information into a coherent whole.

### Circumstances

Able to travel throughout the U.K. and stay away overnight on an as and when required basis (usually only for training)