



Ipswich Borough Council Job Description: **G26**

Electrician

Main Purpose of Job

To effectively work on own initiative or within a team of operatives diagnosing faults and rectifying as required or renewing to leave electrical circuits and associated fittings in a safe working condition. Be capable of testing electrical circuits to conform to BS7671 18th Edition Amendment 3. In doing so carrying out a wide range of duties connected with the repair, renew and maintenance of council owned properties with an efficient, effective and customer focused manner.

Main Duties

1. Physical activities including lifting, bending, climbing, walking etc connected with building maintenance. The possession of good vision and hearing is mandatory as some of the work carried out is on or near the highway and the employee could be at risk without these senses.
2. Responsible for carrying out a range of duties connected with the repair and maintenance of Council owned properties. Following instructions given by IBC Maintenance and Contract team, attending pre planned appointments promptly, multi-tasking where appropriate, planning and organising daily work, accepting responsibility for technical decisions whilst on site, organising and managing materials required, reading, keeping records, handing in job records daily, and following administrative procedures as directed.
3. 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.
4. Working to a high-quality standard ensuring high quality workmanship and maintaining an acceptable level of productivity commensurate with earnings.
5. The use of new IT technology as required ensuring the delivery of goals and objectives as set within contract specification.
6. 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). Ability to adapt to changing working environments and work patterns as deemed necessary to meet strategic goals of the service area.

7. Represent IBC Maintenance and Contract team in a manner conducive with the standards expected, including the carrying of an identity card and wearing of the uniform supplied. Communication with customers, IBC Maintenance and Contract team and members of the public in a polite manner placing the highest possible emphasis on customer care. Encouraging customer involvement and feedback.
8. 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 bi-monthly team meetings to discuss operational issues and Health and Safety updates (Toolbox talks).

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



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IPSWICH
BOROUGH COUNCIL

Person Specification

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESSMENT</u>
<u>Qualifications</u>	City & Guilds Electrical installation (either 236 Parts 1& 2 or 2365 levels 2 & 3) GCSE English & Maths or equivalent	City & Guilds Electrical Testing and Inspection 2391 City & Guilds 2382 (18 th Edition) 2 A levels or ONC/OND in an engineering related subject Health and Safety Qualification • Asbestos Awareness • Manual Handling Multi-skilled	Application Form and sight of documents
Relevant experience	Relevant experience in the building industry 1-3 years electrical installation experience.	Experience of working for a Local Authority Previous experience of working in a similar role	Application Form, Interview and practical assessment
Specialist knowledge	Relevant Health and Safety awareness, such as ensuring adherence to safe working practices and environmental procedures		Application Form and Interview
Personal skills	Ability to plan and organise daily work Ability to work as a team member and also on own initiative Ability to record accurate information (e.g. timesheets, claim forms). Keeping		Interview

	records and fulfilling statutory checks. Good customer care skills Ability to communicate verbally to customers and with other people in a respectful and positive manner at all times Adaptability to communicate clearly and effectively both verbally and in writing Ability to carry out manual tasks such as considerable lifting, bending, climbing and walking.		
Special working conditions	Valid Driving Licence. You will need to demonstrate that you are able to undertake the duties that are required for this role		Application form and Interview