

Designation:	Electrical Qualifying Supervisor
Grade:	Stroud 6
Hours:	37 hours per week
Location:	Littlecombe Depot, Dursley
Job Purpose:	Undertaking electrical audit work and supervision on a range of contracts which deliver housing repairs and maintenance, void services, planned works, and fire safety, including the preparation of specifications for tender.
Responsible to:	Heating and Electrical Manager
Responsible for:	Electrician and Apprentices

KEY DUTIES

- To carry out duties as a NICEIC qualified supervisor, validate, compile and sign off NICEIC certification
- Undertake building surveys with regard to electrical installations
- Manage the process of reviewing, evaluating, signing off and distributing all electrical certification and documentation that is produced by operatives and managing the record keeping of these files accordingly alongside the Asset Data Team
- Undertaking a hands on approach where required to assist the field operatives labour requirements
- Oversee the training of the electricians to improve the quality of test and inspection
- Attend sites to survey/monitor/evaluate works as appropriate to ensure compliance with all relevant regulations and legislation
- Estimate, requisition and recommend the acquisition of necessary materials to ensure that appropriate and satisfactory repairs and maintenance are carried out following best practice and Health and Safety at Work regulations. Manage vehicle material stock by ensuring correct booking and frequent replenishment of items used occurs
- Apply knowledge and skills to record and report on status and condition of fixtures and fittings. This is to enable appropriate information to be fed into reports including recommendations concerning future maintenance
- Prepare specification and tender documents for servicing, repairs, and planned installations

- Responsible for the safe use of a range of portable tools, small plant, ladders and equipment to enable duties of the role to be undertaken
- Participate in learning and development activities that develop personal effectiveness and assist in improving performance in the role
- Liaise with both internal and external customers appropriately and promptly, to ensure those connected or involved in your work are aware of progress and action taken or action required to rectify the identified defect/s
- Participate effectively in Mobile Working by accurately operating the electronic recording system where issued, or paper systems, to plan appointments and for the recording of job order/s including; transmission and maintenance of timesheets, work completion status, vehicle records, materials management and progress against target objectives set for; time, cost and quality
- Participate in the delivery of Out of Hours call out service in accordance with SDC's current policies and procedures
- To contribute as required to the provision of repair information so as to maintain and update the Council's stock condition data
- Work subject to deadlines involving changing problems, circumstances or demand

SKILLS AND KNOWLEDGE

- Have demonstrable previous experience of working as an NICIEC qualifying supervisor
- Hold appropriate qualifications to undertake the role such as: C&G 18th Edition (2382)
- Supervisory experience of relevant trades/contractors delivering repairs and maintenance to occupied dwellings
- Good practical knowledge of, permit to work systems, Electricity at Work Act, PAT.
- Ability to undertake risk assessments and method statements to ensure a safe working practice
- Experience of working in occupied domestic properties
- Understanding of H&S as applied in the workplace
- Interdependencies of construction trades
- An understanding of administrative processes and systems
- Experience of working with the public
- IT Literate
- Ability to manage own time and workload

COMPLEXITY AND CREATIVITY

Work requires the exercise of creativity within the general framework of recognised procedures

- Creativity and innovation in design, product selection, specification and achievement of high tenant satisfaction.
- Laid down procedures to be followed include Council Financial Regulations; Standing Orders relating to Contracts; Service Unit Contract Management procedures as well as observing the terms of the contract used.
- Creativity required dealing effectively and promptly with unforeseen issues arising from work in progress.
- Applying diagnostic processes to problems and faults aiding in the preparation of reports

JUDGEMENT AND DECISIONS

Work is carried out within programmes and objectives where there is a wide range of choices and where advice is sometimes available and/or decisions where, policy, procedures and working standards provide only general guidelines

CONTACTS

- Members of the Council
- Members and staff of other local authorities'/partner agencies
- Suppliers and contractors
- Members of the public, tenants and leaseholders

RESOURCES

Responsible for the proper use and safe – keeping of a range of equipment and PPE required for undertaking the duties of the role.

Examples (but not limited to):

- Ladders
- Hand tools
- Electric power tools
- Battery operated power tools
- Company vehicle (where provided)
- Materials

TRAVEL ALLOWANCE

Company vehicle - Business use only.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives
- To work with colleagues across the organisation as required in support of organisational goals
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme
- To undertake all training and development initiatives as required
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act
- To work within the requirements of the Council's Environmental Policy and Management System
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.