**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title: Electrical Engineer** | **Grade**: P03 |
| **Section: Electrical Team, Support**  **Services** | **Directorate:** **Housing and Regeneration** |
| **Responsible to following manager:**  **Deputy Head of Electrical** | **Responsible for: Electrical installations,**  **maintenance services and contract**  **management.** |
| **Post Number/s: H3108, H3106** | **Last review date: Jan 21** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

1. Responsible to the Head of Electrical (MG1) x 1, Deputy Head of Electrical (P06) x 1 & Senior Electrical Engineers x 2 for the management and supervision of electrical installations electrical services including boroughwide electrical maintenance contracts and project work undertaken by the post holder.

This includes fire alarms, automatic opening ventilation, CCTV, emergency lighting,

lightning protection systems, integrated reception systems, digital video recorder

(sheltered housing schemes), door entry systems, Sky updates, standalone aerial

systems and on Community Fibre. Must be familiar with electrical testing of buildings and have a general competence in electrical testing. Act in an advisory capacity to colleagues on common technical electrical issues affecting housing properties.

2. Carries out annual maintenance site inspections, pre and post inspections as

required on all electrical installations including the testing of residential properties & associated electrical communal services. Does full surveys of equipment and provide

the contractor with a defect list to be addressed. Assists Major Works, the lift team, heating, regeneration team, area teams with electrical advice for projects. Ensures that the contractor provides certification for each electrical installation when required.

**Specific Duties and Responsibilities**

1. Responsible for carrying out test and inspection in all electrical systems. On fire alarm and automatic opening ventilation systems, to assist the Sheltered Housing Manager in the training of Sheltered Housing Officer on fire alarm usage. To work in confined spaces unsupervised to resolve electrical breakdown issues.
2. Ensure compliance with Council’s procurement policies when commissioning works, quotations and tenders. Raise orders and ensures that all work is carried out in compliance with British Standards, any legislation relating to electrical service and Health and Safety at Work Regulations and ensures that amendments, additions or updates to the regulations are complied with. Report all Health and Safety defects on to the Housing Estate Service repairs department.
3. Supervising and visiting electrical works on a regular basis and ensuring that the contractor complies with the detailed specifications and requirements prescribed for all aspects of the work. Attend monthly meetings with the consultant and contractors to discuss any issues that have arisen ensure that the contract is on target and compliant. Ensure that agreed work programmes are adhered to and evaluate any request from contractors for an extension to this programme. Evaluate applications for interim payments. Issuing certificate payment for all maintenance services contract and any necessary contract instructions. Ensure that the Senior Electrical Engineer and Electrical Manager are kept informed of negotiations, work in progress and any design, programme or financial changes in projects and obtain authority for changes where necessary. Undertake COW role for capital contracts ensuring compliance with specification & monitoring progress for valuations.
4. Processes contractor invoices, post inspect works, review documentation, check scheduled repairs and works are carried out to acceptable standards and complies with regulations. Dispute any invoices received if works have not been completed within a set time scale or if works fail to meet the required standard. Resolve disputed invoices in a timely fashion after engaging in correspondence with the electrical contractor.
5. Liaise with residents, tenant management organisations and area teams regarding electrical matters and where necessary attend meetings with them. Update area teams and residents when carrying out any works. Writing to residents as and when necessary. Communicate effectively with senior managers, manufacturers, residents, contractors, technical mangers, project controllers, public utilities, other outside representatives and members as required.
6. Carry out electrical surveys to provide recommendations for future and upgrade works by giving a breakdown list of works with estimated prices. Assist in production of specifications and the valuation of tenders.
7. Responsible for ensuring that void properties are prepared for re-letting or sale to the required standard within the timescales laid down in Departmental procedures and contract specifications by carrying out all necessary test and inspection in all electrical systems, door entry, IRS, and fire alarms upon request.
8. Assist when required in the training of less experienced staff in the work and procedures of the section including assisting with new starters induction meetings and site visits.
9. Take responsibility for inspecting and providing condition reports for properties subject to mutual exchange.
10. Monitors the performance of new and existing contractors and provides a written report each quarter, bi-annually or annually as required by the Electrical Manager.
11. Provides information on the property repair history for submission to the Council’s Insurance Section. Liaises with the assessor, prepares specification, seeks quotations, and arranges for the necessary work to be done.
12. As directed by the Senior Electrical Engineer, Deputy Head of Electrical and Electrical Manager undertakes design work and detailed specifications for electrical works, i.e. materials and components to be used. Liaise with other departments, consultants, statutory authorities and electrical manufacturers at a senior management level to achieve the satisfactory development of projects, suggesting alternatives to previously used material and components. Keep up-to-date with electrical design, maintenance techniques and general technical innovations.
13. Check and evaluate final accounts, investigating their descriptive and financial content, after checking that the work has been satisfactorily completed. Thereafter, making a recommendation to the Senior Electrical Engineer, Deputy Head of Electrical and Electrical Manager.
14. Assist the Senior Electrical Engineer, Deputy Head of Electrical and Electrical Manager in the Preparation of budget estimates and schedules of priorities for electrical renewal or refurbishment for inclusion in expenditure forecasts and to assist future workload planning.

Undertake the regular inspection and or surveys of electrical installations, checking all safety aspects and prepare schedules of defects for rectification by the electrical contractors. Identifying recurrent problems of design or defective maintenance needing rectification. Compiling a full and extensive site specific report with findings and advising the contractor of any Issues or defects found. Raise repair orders with set priority timescales which are followed up with a post inspection once works are completed.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

1. Manages electrical projects with values up to £600k and service and maintenance contracts of varying values. Responsible for ensuring that quality of work and value for money is achieved for all works along with cost control.
2. Must maintain contact with electrical industry bodies and statutory authorities over ever changing requirements on safety and good practice relevant to public sector housing electrical requirements. Ensuring that current British standard & European regulations are incorporated into major work projects and maintenance contracts.
3. Attends evening meetings as necessary and will participate in the Council' stand-by arrangements to ensure continuity of service out of normal working hours and in emergencies.
4. Undertakes available training opportunities and shows a commitment to continuous development, maximising potential and ensuring the efficient delivery of Council services, and participating in the staff development and appraisal scheme.
5. Occasional out of hours call outs to deal with major incidents & supply failures to ensure restoration of supplies as soon as possible to minimise disruption to residents.
6. Deputises on an occasional basis for the Senior Electrical Engineer.

**Team structure**

**Business Transformation & Support Services Manager**

MG3

**Electrical Manager**

**MG1**

**Deputy Head of Electrical**

**P06**

**Senior Electrical Engineer X 2**

**PO5**

**Electrical Engineer X3**

**PO3**

**Current vacancies x 2**

**Person Specification**

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| **Job Title: Electrical Engineer** | **Grade**: **P03** |
| **Section: Electrical Section – Support Services** | **Directorate:** **Housing & Regeneration** |
| **Responsible to: Head of Electrical, Deputy Head of Electrical and Senior Electrical Engineers.** | **Responsible for: Electrical installations, maintenance services and contract management.** |
| **Post Number/s:** | **Last Review Date: Jan 21** |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&** I**/ T/ C (see below for explanation)** |
| **Knowledge** | |
| 1. Knowledge of Fire Alarm Systems, automatic opening ventilation, CCTV, emergency lighting, lightning protection systems, integrated reception systems, digital video recorders, door entry systems and standalone aerial systems, electrical distribution, sub circuits and final circuits. | **A & I** |
| 1. Demonstrate an understanding of the need to promote the Councils Equal Opportunities Policy and be prepared to work to ensure the operation of this policy | **A & I** |
| 1. Demonstrate an awareness and understanding of duties, responsibilities and principles in relation to safeguarding children and vulnerable adults within the work role as laid out in the Children’s Act 2004. | **A & I** |
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| **Experience** |  |
| 1. Experience in preparing memos, electrical schedules and preparing specifications. | **A & I** |
| 1. Experience in dealing with the public and contractors face to face, via the telephone and in writing and the ability to understand and deal effectively with residents’ problems. | **A I & T** |
| **Skills** |  |
| 1. Ability to supervise the running of maintenance contracts. | **A & I** |
| 1. Ability to work on own initiative. | **A & I** |
| 1. Ability to write clear, concise reports including budget costs. | **A & I** |
| 1. Good communication and organizational skills. | **A I & T** |
| 1. Basic ability to use IT packages such as Word, Excel and Outlook. | **A I & T** |
| 1. Ability to work alone or as part of team. | **A & I** |
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| **Qualifications** |  |
| 1. Experience in Electrical testing procedures in accordance with the 18th Edition of IET Wiring Regulations; C&G 2330, 2357, 2365 level 3 - AM2 & NVQ 2356 level 3 standard or equivalent in electrical or electronic engineering or have C&G 2391, 2394 & 2395 in inspecting and testing and certification of electrical installations or relevant experience gained within the industry. | **A I & C** |
| 1. Must have a full driving licence and the use of a car and be prepared to use it for work purposes. | **A & I** |
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**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**