



## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> <b>Provisional Job Title: Electrical Engineer</b>	<b>Grade: PO3</b>
<b>Section: Electrical Team, Support Services</b>	<b>Directorate:</b> Housing & Regeneration
<b>Responsible to: Senior Electrical Engineer</b>	<b>Responsible for following staff:</b> N/A
<b>Post Number: H3014 H3105 H3106 H3108 H3134</b>	<b>Last review date:</b> Sept 2024

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

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough 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 innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

1. Responsible to the Senior Electrical Engineer (P05) for the management and supervision of all electrical installations, planned and preventative maintenance contracts, and electrical project work undertaken by the post holder. This includes Electrical test and inspection, Fire Alarms, Automatic opening ventilation, Emergency lighting, Lightning protection systems, Integrated Reception systems, Door Entry systems, Aerial systems, and Community Fibre. Act in an advisory



capacity to colleagues on common technical electrical issues affecting housing properties.

2. Carries out maintenance site inspections, pre and post work inspections as required on all electrical installations and raise defect list for contractors. Assists all other Departments within Housing with electrical advice for projects. Ensures that the contractor provides certification for each electrical installation when required.

### **Main Duties and Responsibilities**

1. Carrying out Test and Inspection on all electrical Installation systems, inspect all documents provided by the contractor following completion or request of work, and complete post inspection work where required.
2. Ensure compliance with Council's procurement policies when commissioning works, requesting quotations and tenders. Raise orders and ensure that work is carried out in compliance with the 18<sup>TH</sup> Edition Wiring Regulations BS7671 (as amended), and any legislation relating to electrical service and Health and Safety at Work Regulations. Report all Health and Safety defects to the Area Team or Housing Estate Service repairs department.
3. Make regular site visits and supervise electrical works and ensuring that contractors comply with the specifications and requirements 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 maintenance services contract under your responsibilities, and issue contract instructions where required. Ensure that the Senior Electrical Engineer and the Head of Electrical or his deputy are kept informed of negotiations, for work in progress and any design, programme or financial changes in projects and obtain authority for changes where necessary.
4. Processes contractors' invoices, post inspect works, review documentation, check scheduled repairs rates and works are carried out to acceptable standards and complies with current regulations. Dispute any invoices received if works have not been completed by the target date, incorrect schedule of rate or if works fail to meet the required standard. Resolve disputed invoices in a timely fashion after engaging in correspondence with the 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. Communication with residents as and when necessary. Communicate effectively with senior managers, manufacturers, residents, contractors, technical managers, project controllers, public utilities, other outside representatives, and council 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 inspections on all electrical system works door entry, IRS, and fire alarms.

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. 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.

10. 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 and Electrical Manager.

11. Assist the Senior Electrical Engineer and Head of Electrical or his deputy 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.

12. 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**

13. To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.

14. To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection, health, and safety.



15. To promote social value, equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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.
16. To understand the Council's duties and responsibilities for safeguarding children, young people, and adults as they apply to your role within the council.
17. Undertake Clerk of works duties when requested.

### **Additional Information**

18. 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 standards and UK building regulations are incorporated into major work projects and maintenance contracts.
19. 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.
20. 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.
21. Deputises on an occasional basis for the Senior Electrical Engineer.



### Current Team Structure

Support Services Manager  
MG3

Head of Electrical  
MG1

Deputy Head of Electrical  
P06

Senior Electrical Engineer x 2  
P05

Electrical Engineers x 5  
P03

## Person Specification

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### Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Very good knowledge and experience on electrical test and inspection, Knowledge of Fire Alarm Systems, Automatic Opening Ventilation systems, Emergency Lighting systems, Lightning Protection systems, Integrated Reception systems, Door Entry systems and Aerial systems.	A I		
Demonstrate an understanding of the need to promote the Councils Equal Opportunities Policy	A I		

and be prepared to work to ensure the operation of this policy			
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.	<b>A I</b>		
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Experience in preparing memos, electrical schedules and preparing specifications.		<b>A I</b>	
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.	<b>A I</b>		
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to supervise the running of maintenance contracts.	<b>A I</b>		
Ability to work on own initiative.	<b>A I</b>		
Ability to write clear, concise reports including budget costs.	<b>A I</b>		
Effective communication and organisational skills.			
Basic ability to use IT packages such as Word, Excel, and Outlook.	<b>A I</b>		<b>T</b>
Ability to work alone or as part of team.	<b>A I</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Experience in Electrical testing procedures in accordance with the 18 <sup>th</sup> Edition of IET Wiring Regulations. AM2 & NVQ level 3 plus 18 <sup>th</sup> Edition wiring Regulations Amendment 2. Or C&G 2391 plus 18 <sup>th</sup> Edition wiring regulations. Or C&G 2394 & 2395 plus 18 <sup>th</sup> Edition Wiring Regulations.	<b>A C</b>		<b>T</b>



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**