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Job Profile

Provisional Job Title: Electrical Engineer	Grade: PO3
Section: Electrical Team, Support Services	Directorate: Housing and Regeneration
Responsible to: Senior Electrical Engineer	Responsible for: Electrical installations, maintenance services and contract management.
Post Number: H3104/H3105/H3134	Date August 2018

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 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, stand alone aerial systems and on Community Fibre. 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. Does full surveys of equipment and provide the contractor with a defect list to be addressed. Assists Major Works and the lift



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team with electrical advice for projects. Ensures that the contractor provides certification for each electrical installation when required.

Main Duties and Responsibilities

3. 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 and the usage of Digital Video Recorder. To work in confined spaces unsupervised to resolve electrical breakdown issues.
4. 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.
5. 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.
6. 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.
7. 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 managers, project controllers, public utilities, other outside representatives and members as required.



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8. 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.
9. 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 alarm.
10. 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.
11. Take responsibility for inspecting and providing condition reports for properties subject to mutual exchange.
12. 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.
13. 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.
14. As directed by the Senior Electrical Engineer 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.
15. 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.
16. Assist the Senior Electrical Engineer 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 work load planning.
17. 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



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orders with set priority timescales which are followed up with a post inspections once works are completed.

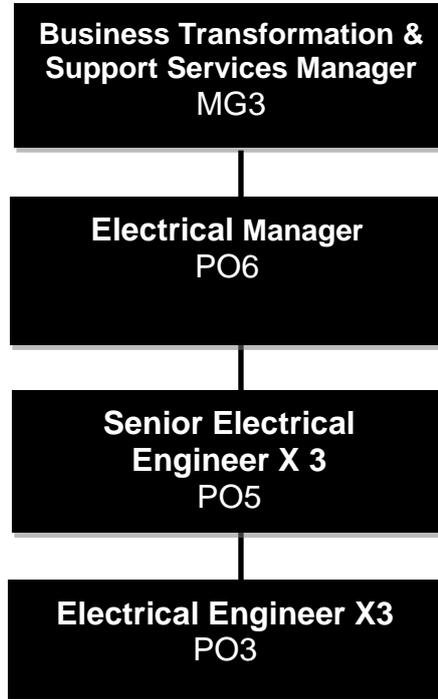
Generic Duties and Responsibilities

18. To contribute to the continuous improvement of the Borough's of Wandsworth and Richmond services.
19. To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
20. To promote 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.
21. To understand the both Council's duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
22. 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

23. 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.
24. 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.
25. 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.
26. 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.
27. Deputises on an occasional basis for the Senior Electrical Engineer.

Current Team Structure





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Our Values and Behaviours¹

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 –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision.
- taking a team approach that values collaboration and partnership working

Requirements	Assessed by A & I/ T/ C
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 stand alone aerial systems.	A & I
2. 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
3. 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

¹ These values and behaviours will be developed further as the SSA becomes established.



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Experience	
4. Experience in preparing memos, electrical schedules and preparing specifications.	A & I
5. 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	
6. Ability to supervise the running of maintenance contracts.	A & I
7. Ability to work on own initiative.	A & I
8. Ability to write clear, concise reports including budget costs.	A & I
9. Good communication and organisational skills.	A & I / T
10. Basic ability to use IT packages such as Word, Excel and Outlook.	A & I / T
11. Ability to work alone or as part of team.	A & I
Qualifications	
12. Experience in Electrical testing procedures in accordance with the 17 th 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
13. Must have a full driving licence and the use of a car and be prepared to use it for work purposes	A & I