

**BCP Council
JOB DESCRIPTION**

SERVICE UNIT: Transportation Services
JOB TITLE: Electrician
REF No: JJ2400
GRADE: Grade F
JE REF No: JJ040
RESPONSIBLE TO : Mechanical & Electrical Manager

MAIN PURPOSE

- To work in a team that undertakes electrical and mechanical maintenance of a variety of Council assets.
- To work as part of that team to ensure that the Council's Car Parks, two lifting bridges and operational buildings, pumping stations and plant are adequately maintained and remain operational.

MAIN RESPONSIBILITIES

1. To undertake routine inspections and maintenance of plant and equipment.
2. To provide first line response to breakdown situations of a variety of plant and equipment and to ensure that maintenance work is undertaken in a safe and efficient manner which complies with current legislation.
3. To undertake replacement, refurbishment and installation of new plant and equipment as required.
4. Test and commission new work and repairs to ensure it is fit and safe for use.
5. To minimise disruption to the normal operations of the Borough caused by failure of plant or equipment under our supervision.
6. To maintain maintenance records as required ensuring compliance with the Council's requirements.
7. To participate in the out-of-hours standby rota.
8. To undertake such other duties as may be required from time to time commensurate with the level of the post.
9. To comply with all decisions, policies and regulations of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Prepared By: T.Pearce

Date: Nov 2021

PERSON SPECIFICATION

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<p>EXPERIENCE</p> <ul style="list-style-type: none"> Recent experience in maintenance of commercial electrical equipment or similar. Some experience of practical mechanical engineering would be an advantage. 	<p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>QUALIFICATIONS / TRAINING</p> <ul style="list-style-type: none"> Qualified Electrician -Primarily: C&G 2360 + 2391 + 2380 to 18th Edition IET Wiring Regulations Current certificates of competency in Hi-ab and mobile access platform operations 	<p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Certificates</p>
<p>APTITUDES /ABILITIES</p> <ul style="list-style-type: none"> Ability to work alone when required and awareness of lone working considerations Working with minimum supervision, especially out of hours Ability to work at height and confined spaces and aware of safety requirements Ability to write reports and accurately record information Ability to use IT systems including Word, Excel and e-mail applications. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p>
<p>KNOWLEDGE</p> <ul style="list-style-type: none"> Current working knowledge of electrical systems and controls with experience of fault finding and maintenance regimes. 	<p>Essential</p>	<p>Application Form</p> <p>Interview</p>
<p>ATTITUDE / MOTIVATION</p> <ul style="list-style-type: none"> Awareness of the need for good customer care and appropriate additional safety measures when working in public areas. Willing to undertake additional training. 	<p>Essential</p> <p>Desirable</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>OTHER FACTORS</p> <ul style="list-style-type: none"> Valid UK manual driving licence (vehicle provided) Must be willing to work out of normal working hours Must be capable of lifting within manual handling regulations, able to work at heights, able to distinguish between colours and have good sight and hearing (with corrective appliances if required). 	<p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application Form</p> <p>Interview</p> <p>Licence</p>