

JOB DESCRIPTION

Job Title:	Electrician
Responsible to:	Operations Manager
Employer:	Hafod Property Service
Location:	Cardiff and surrounding areas

Main Objectives of the Post

- To be responsible to the Operations Manager in providing a comprehensive electrical repair and maintenance service to domestic and commercial clients throughout South East Wales.
- To work as part of a team in providing high standards of maintenance and repair.

Principal Duties

1. To provide comprehensive electrical repair and maintenance service to include: rewiring of domestic properties, inspection and testing of electrical wiring and equipment, and general fault finding and repair.
2. To provide out of hours emergency maintenance cover on a rota basis which will include evenings and weekends.
3. To ensure that all tasks and job instructions carried out comply with works' order target times. This will include prioritising and planning work load, completing completion statements, ordering materials and ensuring that all paperwork and delivery notes are filed in accordance with Company practice. Keep appropriate records of working hours/material purchases.
4. To contact the office daily to determine job schedules and status and to be informed of any change to the job order.
5. To ensure that all works are undertaken in compliance with current Health & Safety legislation, company policies & procedures. This will involve carrying out risk assessments ensuring that any site specific safety requirements are adhered to, that all works are undertaken in a safe manner and that customers' property is protected.
6. To drive and keep a company vehicle in a safe and clean condition and to ensure that the vehicle maintenance requirements are adhered to.
7. To maintain daily client communication while carrying out work, including dealing with client expectations, reporting the job's progress and informing the client of any necessary changes to the scope of the job. Conduct a final walk-through of the job with client and develop a list of open items, which have not been completed.

8. To keep all tools/equipment in good/safe order and to report any damaged/defective equipment immediately.
9. To maintain a professional appearance by wearing clean overalls/work wear at all times & maintain professional behaviour while representing the company.
10. Attend staff meetings as required.
11. To participate in appropriate training as provided and to be committed to continuous professional development in keeping with the Company's requirements.
12. Any other reasonable duties as requested by Hafod Property Services.

The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association.

Signed.....Date.....
Employee

Signed.....Date.....
On behalf of Hafod Property Services

Person Specification – Electrician

	Essential	Desirable
Qualifications	7671 17 th edition	
Work Experience	Demonstrable, relevant experience in general electrical maintenance	Experience of working within a housing association/supported housing environment.
Skills and Knowledge	Fault diagnosis Repairs Rewiring Inspection and Testing Good organisational skills Ability to work well without supervision.	Health and Safety
Special Aptitudes	Ability to resolve practical problems and challenges. Good written and verbal communication skills Ability to relate to people at all levels Record Keeping Time Management	
Personal Qualities	Self Motivated Professional Approach Team Worker Reliable Flexible	
Other Requirements	Full, valid Drivers' Licence Provision of out of hours' cover	

PLEASE NOTE THAT THIS POST IS SUBJECT TO STANDARD DISCLOSURE AS PROVIDED BY THE CRIMINAL RECORDS BUREAU, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR HAFOD PROPERTY SERVICES TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE.

THE COMPANY WILL ONLY REQUEST DISCLOSURE FROM THOSE THAT HAVE BEEN OFFERED EMPLOYEMENT.