

Job Description and Person Specification

Job Title – Electrician

Job Details	
Grade	6
Service	Repairs and Maintenance
Location	Deployment Whitley Depot (Various Locations)
Job Evaluation Code	

Coventry City Council Values
We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation: Open and fair: We are open, fair and transparent. Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be. Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing. Create and innovate: We embrace new ways of working to continuously improve the services we offer. Own and be accountable: We work together to make the right decisions and deliver the best services for our residents. Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Under the direction of the M&E Facilities Manager you will provide a site based, practical solution to a variety of Building Services related customer needs including, planned maintenance, reactive repairs and minor works.

The role will involve:

- Installing and maintaining Commercial Electrical Lighting systems
- Installing new EV Charging points
- Installing and maintaining Fire Alarm systems
- Installing and maintaining commercial appliances like electric cookers
- Installation and alternations of electrical fixtures & fittings
- Undertake Electrical Inspections
- Electrical Health & Safety and Compliance.

Key Responsibilities and Accountabilities

Responsible for carrying out all work in compliance with industry standards, British standards and applying all relevant Approved Codes of Practice

Attend and resolve reactive repair works as issued by the planners within set time frames to ensure client expectations are met. Carry out fault diagnosis and repairs within the trade area.

Undertake new Electrical installations/improvements including the replacement of existing equipment. To install new Lighting schemes and associated controls.

Proactively identify and undertake Electrical installation works and generate estimates for the works.

Liaise with customers ensuring that works are carried out satisfactorily and to their specification. Communicating with customers to set expectations.

Undertake electrical planned preventative maintenance works, within set time frames to ensure statutory compliance.

Undertake and be able to carry out general electrical duties including alterations to circuits and fixtures and fittings while understanding any risks.

Learning and understanding statutory compliance with industry standards, British standards and applying all relevant Approved Codes of Practice.

Ensuring that your personal skills, knowledge and qualifications are up to date as required by changing legislation.

Assist in providing accurate reporting of progress and solutions to management and office colleagues.

Responsible for the maintenance and/or safe use of any equipment, plant, vehicle or tools issued for the purpose of carrying out tasks.

Use the computer aided facilities management system to accurately record and report work details and materials used on all jobs.
Ensure that the security and good housekeeping of all sites, equipment, and stores are kept to required standards.
Identify and bring immediately to attention any safety matter identified to their peers/management.
Compile competitive and accurate quotations / estimates in an expedient manner upon request for both new projects and remedial works.
Be a part of the out of hours on call rota when required
Any other duties and responsibilities within the range of the salary grade.

Key Relationships			
External:		Internal:	

Standard Information
Post holders will be accountable for • carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines. • attending any training and undertake any development activities that are identified as mandatory/beneficial to their role. • any other duties and responsibilities within the range of the salary grade. The post holder must comply with Coventry City Council's health and safety policy and in particular is required:- • To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions • To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required • Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare • To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements

Responsible for

Staff managed by postholder: This is not a supervisory or management post but the role is expected to train and mentor apprentices / trainees and take an active part in their learning and development.

Person Specification

Requirements

Knowledge	Installation and maintenance of commercial electrical systems
Knowledge	Safe working practices and maintaining a safe working environment
Knowledge	Statutory Electrical compliance
Knowledge	Customer care practices environment
Skills And Ability	Industrial and commercial installations
Skills And Ability	Domestic installations
Skills And Ability	Fault finding
Skills And Ability	Electrical inspection and testing
Skills And Ability	Fire/security systems
Skills And Ability	IT data installations
Skills And Ability	Full valid UK Driving Licence
Experience	Approved apprenticeship or similar relevant experience
Experience	Working in a maintenance environment
Experience	Working in a similar commercial environment
Qualifications	Approved City and Guilds/CITB qualification
Qualifications	18th Edition IEE Regulations
Qualifications	2391 Inspection and Testing

Disclosure and Barring Service (DBS)

Does the role require a DBS check? YES

[Find out which DBS check is right for your employee - GOV.UK](https://www.gov.uk/guidance/how-to-check-if-a-job-requires-a-dbs-check)

And if so, which type?			
Basic Check ☐	Standard Check ☐	Enhanced Check ☒	Enhanced + barred list check ☐

Declaration			
Reviewed/Created By:	Joe Cook		
Job Title:	Operations Manager	Date:	04/11/2025