

# Job Description and Person Specification



## Job Description

<b>Job Title</b>	Electrical Maintenance Engineer
<b>Grade</b>	6
<b>Service</b>	Repairs and Maintenance
<b>Reports to</b>	Facilities Manager M&E
<b>Location</b>	Whitley Depot, 259 London Rd, Coventry, CV3 4AR
<b>Job Evaluation Code</b>	



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our 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:



# About the Service your team will provide

## Purpose of the role / Output

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

## Main Duties & Key Accountabilities

### Core Knowledge

- 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.
- Train and mentor apprentices / trainees and take an active part in their learning and development
- 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.

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.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

## 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.

### **Smoke Free**

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### **Training**

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:**

N/A

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
Installation and maintenance of commercial electrical systems	
Safe working practices and maintaining a safe working environment	
Statutory Electrical compliance	
Customer care practices environment	
<b>Skills and Abilities</b>	
Industrial and commercial installations	
Domestic installations	
Fault finding	
Electrical inspection and testing	
Fire/security systems	
IT data installations	
Full valid UK Driving Licence	
<b>Experience</b>	
Approved apprenticeship or similar relevant experience	
Working in a maintenance environment.	
Working in a similar commercial environment beneficial but not essential.	

<b>Qualifications</b>
Approved City and Guilds/CITB qualification
18th Edition IEE Regulations
2391 Inspection and Testing
<b>Special Requirements</b>
<p>Must be prepared to be flexible on working hours. Typically 7.30am start.</p> <p>Weekend working may be required.</p> <p>You will also be required to go on an out of hours rota</p> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p>

<b>Date Created</b>		<b>Date Reviewed</b>	May 2021
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