



Job Title: Electrician	Department: Property Services
Responsible to: Building Services Managers	Number of people directly managed: N/A
<p>Main purpose of the job:</p> <p>To maintain the homes of Herefordshire Housing residents’ and communal facilities, supporting the service aims to provide homes that are safe, comfortable, well maintained and located in environments that are pleasant for all users.</p>	
<p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • To carry out electrical repairs and maintenance tasks and installation works to Herefordshire Housing Stock, Buildings or Communal Facilities. • Complete associated multi-skilled job tasks such as brick and plaster patching, replacing floorboards etc, to enable the repair job to be completed on the first visit to the property or to reduce the amount of disruption to our resident’s daily activities. • Complete the repair and maintenance tasks and associated job activities in line with the company’s agreed repairs and maintenance customer service standards and operational procedures. • Carry out electrical job assessments (inspections), identifying the repair to be completed and materials required to complete the repair task. • Participate in the repairs and maintenance out-of-hours emergency service when required and comply with the agreed call-out operational procedures. <p>Working Environment/Physical Challenges</p> <ul style="list-style-type: none"> • To work regularly alone in or around customer’s homes, void properties or other similar sites, working on occasions in unpleasant conditions. • To work occasionally at heights from scaffold platforms, ladders or mechanical equipment. • Carry out a repair job or improvement task that involves physical strength, stamina and standing, kneeling or crouching. • To use regularly the repairs mobile electronic equipment (handhelds) to obtain repairs information and record relevant information associated with the repair job and operational procedures. 	

Responsibility for Non Financial Assets

- To drive the company provided vehicles and comply with the company's vehicle maintenance and repairs procedures (daily safety checks, vehicle maintenance and insurance claims etc).
- Maintain the optimum level of material van stocks to maximise the opportunity to complete the repair task on the first visit to the property.
- Responsible for the safe use of a range of portable tools, small plant, ladders and equipment to enable duties of the job to be carried out.

Standard requirements attached to the job:

- (a) All individuals are expected to be flexible in undertaking the duties and responsibilities attached to their job and may be asked to perform other duties which reasonably correspond to the general character of their job and their level of responsibility.
- (b) All individuals are expected to maintain personal and professional development to meet the changing demands of the job and participate in appropriate learning and development activities.
- (c) To recognise health and safety as a responsibility of every individual, to take reasonable care of self and others and to comply with Herefordshire Housing's Health and Safety policies and any service specific procedures/rules that apply to the job.
- (d) To promote equality as part of the job and to treat everyone with fairness and dignity.
- (e) All individuals are expected to carry out their duties and responsibilities having regard to the Company's commitment to providing a customer focused service.

Please note that where the job holder is disabled every effort will be made to supply necessary aids, adaptations or equipment to allow them to carry out the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Job Holder's Name: _____

Job Holder's Signature: _____

Date: _____

Manager's Name: _____

Manager's Signature: _____

Date: _____