



Registered as a Scottish Charity - No. SC030751

JOB DESCRIPTION

Job Title:	Electrician
Department/Section:	Technical Services
Location:	Borders Area
Salary:	£25,325 per annum
Reports To:	Contracts/Maintenance Supervisors
Closing Date:	29th June 2018

This post is subject to Disclosure Scotland Clearance

Overall Purpose

To carry out Electrical works as part of a team of skilled Tradesmen in an effective and efficient manner within the times scales advised.

Principal Duties

1. General Electrical work associated with the repair and maintenance of the Association's and other properties.

Principal Accountabilities

1. Carry out all works instructions allocated to you timeously, in the order identified and to an acceptable quality standard and within the timescales allocated.
2. Carefully record all works undertaken and resources used in all instances on the appropriate works order.
3. Maintain acceptable levels of recognised vehicle stock.
4. Be responsible for any vehicles, materials, plant and equipment you may use when undertaking your duties.
5. Work with other Trades on projects and contracts.
6. Undertake any training relevant to the post.
7. The company operates a Standby System that you will be required to participate in.
8. Adhere to all Health & Safety guidelines for the safety of yourself and others.
9. To maintain awareness of Tenant Participation as a commitment by SBHA to its Tenants.
10. Carry out any other duties appropriate to this post, as necessary or as requested.

Contacts

Internal – Contracts/Repairs Supervisor, Works Scheduler, Depot Supervisor, other Tradesmen and SBHA Client Staff at appropriate level.

External - SBHA Tenants and other customers, Sub Contractors and Suppliers.

Working Environment

37 hours per week in accordance with the S.J.N.C. Scheme of Pay and Conditions of Service for Building & Craft Operatives, some unsociable hours will be required, when participating in the Standby Rota. Travel throughout Scottish Borders area.

PERSON SPECIFICATION

Job Title: Electrician
Department/Section: Technical Services
Date: April 2018

Requirement	Value		Assessed at			
	Essential	Desirable	Application	Interview	Test	Presentation
1. Education & Qualifications						
- Good Standard of Education	✓		✓			
- Appropriate City & Guild Qualification or time served qualification to 17 th Edition	✓		✓			
2. Experience						
- In the profession for at least four years	✓		✓			
3. Knowledge						
- Able to demonstrate all round skills applicable to the trade.	✓		✓	✓		
- Must be able to read & understand plan & specifications	✓		✓	✓		
4. Skills and Abilities						
- Able to plan and organise workload	✓		✓	✓		
- Able to communicate with tenants and clients	✓		✓	✓		
- Able to carry out work with the minimum of supervision.	✓		✓	✓		
5. Other Requirements						
- Holder of a current driving licence	✓		✓			
- Able to use mobile technology	✓		✓	✓		