**Job Description **

**Electrical Supervisor**

**Reports to: Repairs Managers**

**Responsible for - Directly: 6**

**Working environment: Office/Hybrid**

**Working hours: 37 hours per week (Full Time Post)**

**Permanent**

Providing professional high quality and customer focused electrical service to GYBC and to ensure effective Management and compliance within the team.

**Purpose of role**

* To inspect electrical systems, equipment and components to identify hazards, defects and the need for adjustment/repair.
* Diagnose and repair electrical problems in domestic electrical installations, including fault finding, rewiring, and monitoring.
* Ensure good quality workmanship, which upholds company standards, complies with building regulations and follows safety requirements, ensuring an effective, courteous service is provided.

**Key result areas:**

* Providing technical advice
* Coordination of upgrades, Responsive maintenance and the EICR program
* Site inspection and specification upgrades

**Main responsibilities**

* Conduct routine maintenance and testing to domestic properties.
* Working unsupervised to find, present faults and concerns to electrical installations without receiving explicit direction.
* Liaising with the scheduling team on the completion of the work including, where appropriate, the planning of work to ensure the most effective use of time and resources and to ensure that they are made aware of the progress of work including abortive call, extra works and where works may extend past the target date.
* To undertake callouts outside of normal working hours in line with the out of hours rota
* Carry out dynamic risk assessments where appropriate.
* Day to day management of all staff under your supervision and providing technical guidance and support to them where required.
* Electrical design and specifications.
* Main point of contact for all GYBC for all electrical issues ranging from fire safety issues/demands, repair enquiries, asset enquiries, voids, MEX, Finance
* Main contact and liaise for UK Power Network related issues from both day to day and asset works
* NICEIC QS Obligations – checking and signing off paperwork, on-site technical support, continual meter checks, CPD champion, auditing works completed from both inside and outside the organisation with the ability to back up claims quoting regulation, ACOPS and or statue law.
* To be a main point of contact and liaison for all contractors
* Ensure all tools and equipment are maintained in a good working condition and that all electrical work is performed in compliance with safety regulations and standards.
* To adhere to and comply with all relevant and appropriate policies and procedures
* To undertake any other duties deemed appropriate to the level of the post within your skills and experience

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* 1. Knowledge of good practice in relation to Health and Safety Regulations
	2. Availability and flexibility to work on the out-of-hours emergency call out rota
	3. Experience in electrical compliance
	4. Extensive experience of working as a Trade Operative
	5. Ability to work at height
	6. Electrically competent

**Desirable**

* 1. Acquainted with NICEIC online QS obligations
	2. Knowledge of other trades
1. **Qualifications & Skills**

**Essential**

2.1 A recognised electrical industry technical qualification

2.2 City and Guilds 2382 – 18th Edition of the Wiring Regulations

2.3 City and Guilds 2360 – Parts 1 and 2, NVQ3 or equivalent

2.4 City and Guilds 2391 – Testing & Inspecting

2.5 A full driving licence

1. **Personal Qualities and Attributes**
	1. Self-awareness
	2. Openness and honesty
	3. Personal resilience
	4. Ability to work under pressure
	5. Probity and integrity
	6. Fairness and consistency
	7. Ability to challenge self and colleagues constructively and sensitively.

The following criteria will be tested at interview stage and does not need to be evidenced in an application form, CV or covering letter

1. **Agreed Behaviours Framework**
	1. Putting Great Yarmouth first
	2. Effective and open communication
	3. Respecting others
	4. Working together
	5. Embracing change
	6. Taking personal responsibility
2. **Our Cornerstones of Management and Leadership**
	1. Trust and Respect
	2. Communicate and Connect
	3. Lead and Inspire
	4. Ownership and Accountability
3. **Additional requirements**
	1. Basic DBS
	2. Ability to undertake site/home visits to customers
	3. Outside working/adverse weather conditions
	4. Some evening and/or weekend working
	5. On call rota requirements