

CCS Electrician Job Description

Job Title:	Electrician	Job Category:	Social Housing
Department/Group:	Social Housing Service	Job Code/ Req#:	
Location:	Multiple Locations	Travel Required:	Yes to site and office
Level/Salary Range:	£32,500 - £35,000 P/A	Position Type:	Full-time
Senior Contact:	Richard Lord	Date posted:	NA
Will Train Applicant(s):	Yes	Posting Expires:	NA

Applications Accepted By:

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Attention:
Nicki Grimison

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Andover
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Job Description

Job Purpose:

Core duties, to carry out installation, inspection & testing and the maintenance & repair of all electrical systems. Carry out the wiring and fault finding of central heating control systems.

In addition, have the ability to fault find, repair and replace door entry and warden call systems. Conduct themselves professionally and responsibly at all times on behalf of CCS Limited. Also carries out all works in line with codes of practice, company procedures and stipulations.

Duties:

- Maintains job time frame and quality standards of the company by working efficiently, effectively and safely with a high quality finish.
- To deliver a high quality service to the client and their customers, having respect for all individuals and meeting the challenges presented.
- Carries out all works strictly in line with company procedures and all standards within the industry: - code of practice and best practice.
- Repairs and minor works as and when required for installation call backs or remedial works.
- Breakdown attendance and response to urgent calls, part of a call out Rota.
- To carry out ordering of parts and management of own jobs to ensure fast resolution to the client's issue or fault.



- To clear each job from the hand held device and back office system as they are completed.
- To liaise with residents and CCS clients as and when required about the works being undertaken.
- To ensure all PPE is present and correct at all times.
- Ensure all equipment is calibrated and in good working order.
- To ensure all appointments are kept and all CCS tenants/clients are kept informed.
- To carry out duties as required by any senior manager or member of staff representing such manager.
- To stay up to date with all codes of practice involving your given discipline.
- Carry out all reporting of variations to any works and updating administration department of changes to requirements on site.
- Responsible for engaging and attending all staff briefings and company functions.
- Contributes to team effort by accomplishing related results as needed.
- Liaison with all other engineers and staff to ensure targets are reached, organising plumbing works and building works on any given installation.
- Production of a certificate or job sheet for all works, any other reports or records required for the works.
- Submitting a valid and accurate time sheet, delivery notes, expenses and any other documentation weekly.

Skills/Qualifications:

- General competence in the given trade, NVQ 2 or equivalent, 18th edition wiring regulations, C&G 2391.
- Experience/Qualifications in fault diagnosis, repair and installation of door entry and warden call systems, or transferable skills, a distinct advantage.
- Punctuality, professionalism, flexibility and working knowledge of Mobile PDA.

Desirable:

- Gold ECS NVQ level 3 card
- 2391 or 2395 & 2394 in testing and inspection.

Experience Required:

- Experience of working within the Social Housing market on installation projects and maintenance contracts, including experience of working with residents and clients directly, would be an advantage.
- Experience in wiring domestic heating systems of the capability to adapt and learn.
- A clean UK driving license and DBS check will be required.

We are an equal opportunities employer and we welcome applicants no matter what their ethnicity, gender, sexuality, beliefs or nationality.

Reviewed By:	Nicki Grimison	Date:	12 th October 2020
Approved By:		Date:	

Last Updated By:		Date:	
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