

### **Electrician Job Purpose**

Uses a working knowledge of electrical systems to conduct maintenance, fault-finding, and diagnostics on existing systems. Installs new electrical systems, including lighting and heating, to customer standards and to maintain those systems while upholding safety guidelines and complying with codes and regulations.

### **Electrician Job Duties**

Diagnose and repair electrical problems in commercial, industrial, and domestic electrical systems, including fault-finding, rewiring, and monitoring.

Assess the parts needed for a job and place orders for those parts.

Conduct routine maintenance and testing on commercial, industrial, and domestic electrical systems, and ensure installations are to manufacturer standards, including in fire alarms and security systems.

Rewire faulty electrical systems, such as lighting, heating systems, alarms, etc.

Ensure good quality workmanship which upholds company standards, complies with building codes and British Standards, and follows safety requirements.

Work alone to find and present faults and concerns in electrical systems without receiving explicit direction.

Install electrical systems to 18th edition wiring regulations, including installing heating and cooling systems.

Provide professional assessments and advice for customers.

Possess working knowledge of IEE regulations, City & Guilds 2360 and 2382 qualifications, and inspection and testing certificate (2391).

Demonstrate familiarity with NICEIC requirements.

Provide exceptional customer service and answer any customer questions.

### **Additional Responsibilities**

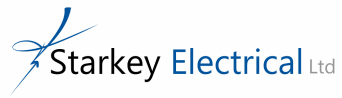
PAT Test results need to be submitted to the Office Manager on the day that the testing is carried out.

When conducting an Electrical Test and Inspection, either for a conditional report, installation, or minor works certificate, you need to provide the Office Manager with the test results on the day, and ensure all necessary information is provided to enable the certificate to be completed in full.

When installing EV Chargers it is the responsibility of the electricians to provide all necessary information, completed paperwork, and photographs required in order to obtain the OLEV grant.

Those with company vehicles are responsible for ensuring that regular stock takes are completed and supplied to the Office Manager. Company vans are to be cleaned regularly, and maintained in line with the company's Vehicle Use Policy.

When taking items from the company's stock room it is the responsibility of the electricians to inform the Office Manager when items are taken, and when items are placed in the stock room.



Providing feedback on each job is an essential part of the role. Accurate and timely feedback must be submitted to the Office Manager once a job is done. Feedback needs to include a brief description of what was carried out, time spent, materials used (including where they were purchased from, or if they were taken from existing stock), and whether a job is complete or if it needs another visit. Feedback needs to be submitted via Klik if you have the app installed, or via email.

If running late for a job, the Office Manager will need to be informed as soon as possible, in order to keep customers updated.

Supplier Bills need to be checked through in a timely manner, as and when this is requested.

Being responsible and accountable for work carried out is crucial. If rectifications need to be made, the electrician that carried the work out will be responsible for this.