

JOB DESCRIPTION

Job Title: Electrician, Qualified Supervisor (QS). Service: BMC	Post No: Section: BM	Hoople Band: E Location: Auxilium Mobile
Organisational information: Responsible to: Operations Manager Key relationships/Functional links with: <i>Internal: Service Delivery Manager, Building Maintenance Team members, Other Hoople Departments</i> <i>External: Client Team, Sub Contractors, Tenants, Members of Public</i>		
Main Purpose of Job: Fulfil the role of Qualified Supervisor and ensure all electrical work carried out by the company is safe, compliant and of a technical standard that meets the requirements of the approved body.		
Main Responsibilities / Accountabilities: <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i> The Qualified Supervisor is responsible for the quality and compliance of all electrical work undertaken by the business and has specific responsibility for the safety, technical standard and quality of electrical installation work completed under their supervision. Duties to include: <ul style="list-style-type: none"> • Undertaking supervisory duties of employed electricians to ensure they are competent and adequately supervised. The QS should determine the degree of supervision required in line with the level of the competence of each electrician carrying out the work as assessed against their level (as determined by the NICEIC operative levels) and the degree of risk in the electrical installation work (as determined by the NICEIC degree of risk in the electrical installation work) using the NICEIC risk matrix. • Ensuring results of the verification process are accurately recorded on the appropriate certificates or inspection report 		

- Ensure the business has the necessary systems, policies, procedures and insurances in place, and carries out work that complies with the relevant national industry standards in order that it will comply with requirements of third party assessments such as NICEIC or NAPIT.
- Support the principle duty holder (PDH) in their role to ensure that;
 - Electrical safe systems of work and competency plans are developed to demonstrate and provide assurance of maintaining statutory compliance and industry standards.
 - All employed electricians and contractors are fully briefed and supervised to ensure, so far as is reasonably practicable, the health and safety of themselves and the site/building users or visitors at all times
- Carry out electrical work in accordance with current regulations and standards, to include, not exclusively, BS 7671 18th Edition IET Wiring Regulations and Building Regulations. Electrical work may include test, inspect and report on the electrical condition of buildings, carrying out and certifying installation work to current regulations, carrying out maintenance and repair of electrical installations.
- To ensure that the competencies of electrical trade staff and contractors are confirmed and documented and that all electrical work is undertaken in accordance with risk assessments, method statements and the duties set out under the NICEIC standards
- Maintain competency and professional development as an Electrician and Qualified Supervisor. Ensure electricians remain suitably qualified and competent.
- Fulfil the role of Electrical subject matter expert and advise the business and clients accordingly, within the parameters of their professional and technical ability and competence.
- If required, fulfil the duties of High Voltage Approved person (HV AP).

Job Activities may include the following, this list is not exhaustive:	Frequency
Periodic fixed wire test on electrical installations and produce inspection report. Complete remedial work as required to achieve satisfactory test result Generator load Tests. Annual Emergency Light Tests and produce inspection report. Complete remedial work as required to achieve satisfactory test result Fire Alarm servicing and maintenance, weekly fire alarm checks. Attend to any reactive electrical or installation request. Diagnose faults, estimate repair costs, order materials and complete repairs. Where the estimated cost exceeds a pre-set mandate level provide quotation details to Planners for approval by client. Take ownership of work, ensure all work is carried out safely, assessing risk before undertaking the work and completing any pre work documentation. Advise client team on any LV and HV electrical matters. Liaise with Electrical Engineers where required. Fulfil the requirements of NICEIC/NAPIT or other third party certification body Qualified Supervisor by:	Varies Monthly Annual

<p>Ensuring that the results of inspection and testing are recorded correctly on the appropriate certificates or reports.</p> <p>Ensuring that the business' premises, equipment, documentation and records are available for inspection when required by NICEIC.</p> <p>Ensure all electrical work completed by the business is compliant with current regulations and documented accordingly.</p> <p>Ensure that all electrical test equipment is calibrated, serviced where necessary and records kept</p> <p>Project manage electrical trade work and provide technical input and advice on electrical installation design, assets and equipment.</p> <p>Where required, take part in the call out rota for out of hours work.</p> <p>Must be willing to occasionally work out of hours (nights and weekends) to ensure the client's needs are met.</p> <p>Carry out occasional other building maintenance works within their capability outside the electrical discipline if required by the service</p>	
<p>Other information:</p> <p>To work occasionally at heights from scaffold platforms, ladders or mechanical equipment.</p> <p>To work regularly alone in or around buildings, void properties or other similar sites, working on occasions in unpleasant conditions on tasks that involves physical strength, stamina and standing, kneeling or crouching.</p> <p>To regularly use the repairs mobile device (tablet or mobile phone) to obtain repairs information and record relevant associated information.</p> <p>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).</p>	

Manager Signature:		Date:	19 June 2025
Manager Name:	Mark Aldsworth	Job title:	Head of Building Operations

Date Job Description last reviewed: