



JOB DESCRIPTION

Job Title: Electrician	Post No:	Hoople Band: D
Service: BMC	Section: BMC	Scale Points: 51 - 57 Location: Auxilium Mobile

Organisational information:

Responsible to: Operations Manager

Key relationships/Functional links with:

Internal: Service Delivery Manager, Building Maintenance Team members, Other Hoople

Departments External: Client Team, Sub Contractors, Tenants, Members of Public

Main Purpose of Job:

Deliver safe, compliant, and high-quality electrical maintenance, repair, testing, and minor installation works across a varied portfolio of domestic and non-domestic properties. Provide technical support to the service and ensure all electrical work is carried out in accordance with current regulations and internal procedures.

Notifiable works will be subcontracted to an approved provider.

Main Responsibilities / Accountabilities:

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

Electrical Work

- Carry out electrical maintenance, repairs, fault diagnosis, and minor installation works in accordance with BS 7671 (18th Edition) and relevant Building Regulations.
- Undertake periodic inspection and testing of electrical installations and produce accurate reports.
- Complete remedial works to achieve satisfactory test outcomes.
- Carry out planned preventative maintenance tasks including emergency lighting tests, fire alarm checks, and generator load tests.
- Attend and resolve reactive electrical requests, estimating repair costs and ordering materials as required.
- Ensure all work is risk assessed, safe, and documented appropriately.

Documentation & Compliance

- Complete all inspection reports, certificates, and job records accurately using the mobile device.
- Ensure electrical test equipment is maintained, calibrated, and recorded.
- Follow internal safe systems of work, method statements, and risk assessments.
- Support the service in maintaining statutory compliance across the property portfolio.

Customer & Team Support

- Liaise with clients, tenants, and colleagues to provide clear technical advice within competence.
- Work collaboratively with the Building Maintenance team and support colleagues where required.
- Carry out occasional non-electrical building maintenance tasks within capability.

Operational Requirements

- Participate in the out of hours call out rota.
- Work occasionally at heights, in confined spaces, and in varied site conditions.
- Drive company vehicles and comply with vehicle procedures.
- Maintain professional development and keep technical knowledge up to date.
- To be able to work alone in occupied and void properties, carrying out tasks requiring physical effort and periods of standing, kneeling or crouching.

Manager Signature:		Date:	29 January 2026
Manager Name:	John Thyne	Job title:	Service Delivery Manager

Date Job Description last reviewed: January 2026