

Job Description

Job title	Electrical Technician	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

To provide a proactive electrical service to EMCOR and the client. Accountable for the effective delivery of a professional maintenance service to the client and liaising with other operatives to ensure a consistent and professional approach.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- To carry out PPM and reactive tasks.
- Carry our minor electrical works.
- Provide assistance to third parties as and when required.
- Act upon reasonable requests from and instructions from Contract Supervisor.
- To partake on call out roster.
- To work reasonable overtime as and when required.
- Assistance on other sites can be expected.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Technical expertise, qualifications or apprenticeship in a craft skill or engineering discipline would be an important pre-requisite of the role.
- Knowledge of key operational procedures e.g. time sheets, planned maintenance systems, Quality and Health & Safety.
- Substantial operational and technical experience with demonstrated potential.
- Experience of positively dealing with the resolution of customer problems within specific contracts.
- Demonstrated 'hands-on' technical expertise in a number of key operational areas.

- Smart, presentable appearance
- Personable and approachable
- Good communication skills
- Literate and numerate
- Flexible and adaptable
- A team player with the ability to work from their own initiative

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

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<i>FOR HR USE ONLY:</i>				
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>