

Job Description

Job title	Approved Electrician	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

To ensure that the delivery of electrical aspects are delivered in an effective, efficient and professional manner to the complete satisfaction of all of our direct and indirect clients.

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.

- Able to demonstrate a proven track record with (post apprenticeship) experience of electrical installation in a highly regulated environment.
- Isolates defective equipment from power supply, checks visually for faults, tests mechanical parts for faults, isolates the problem areas and take corrective action to repair the problem.
- The installation of electrical systems and associated equipment followed up with the appropriate certification.
- Assistance in the preparation of estimates / quotations as required.
- Conform to safety rules and apply good engineering and safety practices.
- Multi-skilled background with a good understanding of High Voltage systems would also be an advantage.
- Must be willing to undertake company standard internal training workshops and work to GMP, (good manufacturing practice).
- The responsibility for allocated work orders from receipt to completion.
- Provision of information on progress of allocated work orders.
- Adherence to all current company procedures.
- Adherence to the Quality Management System applied to all M&E systems.
- Developing of relationships with all clients and potential new customers
- Work within a mobile team of electrical, mechanical and building operatives
- Ensuring continuous improvement and drive for value for money.
- Willing to work in secure and sensitive environment on an exclusively manned site.

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.

- Qualified to City & Guilds 2360 Part 1 & 2 or equivalent NVQ & C&G 2382 -10 18th Edition
- C&G 2391-10 Inspection & Testing
- C&G 2391-20 Design & Verification would be advantageous but not required
- Experience of installation, testing and maintenance of LV distribution systems
- Experience of standby power systems including prime movers and UPS
- Experience of safe working practices and permit to work systems
- Demonstrable skills in dealing and working closely with internal and external customers and suppliers on complex and interrelated issues on an ongoing basis
- Understanding of A/C systems and controls
- Experience in pharmaceutical, healthcare or processing industry and working within a GMP environment would be an advantage
- Be able to communicate effectively and have flexible approach to work patterns

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 Description

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

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