

Job Description

Job title	Electrical Improver	Date 11/03/2022
Reports to (title)	Electrical Supervisor	
Contract/Department	DSTL	Revision 1
Location	Porton Down	

Job purpose

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

To carry out electrical PPM, SI and RFS works alongside and under the supervision of a qualified electrician. To work to health and safety requirements. To show a willingness to develop electrician skills, qualities and capabilities.

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.

- Under supervision carry out a range of electrical PPM, Reactive and small works in line with risk assessments and method statements.
- Ensure work orders and details are completed correctly with the relevant information regarding completion and any follow up work.
- Ensure that all work is carried out in accordance with health and safety legislation and the work site is kept clean, tidy and secure.
- Where the post holder has the appropriate skills and expertise they will also undertake tasks in support of infrastructure installations.
- Attend training course to further their progression within the electrical regime.

Resource responsibilities

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

No line management responsibilities

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Person specification

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

- Must be able to gain and maintain SC clearance
- Previous experience working within an electrical / Technical regime.
- City and Guild 18th Edition BS 761 desirable
- PA Testing qualified desirable
- Engineering knowledge preferred
- Knowledge of Health & Safety legislation
- Computer literate and knowledge of core suite of MS software
- Adaptable and flexible approach and able to cope under pressure
- Articulate and able to communicate with colleagues and customer at all levels
- Adaptable and flexible approach
- Good temperament, polite and courteous
- Good level of interpersonal and customer relationship skills and the ability to work as a team
- Excelling in Customer Service
- Hold a full UK drivers' license and able to drive company vehicles

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.

- Smart, presentable appearance
- Personable and approachable
- Good communication skills
- A team player with the ability to work from their own initiative
- Must be willing to work day shifts and be on call if and when required
- Must satisfy any reasonable request from Management
- During the course of your duties you may have access to confidential information, which must not be divulged to an unauthorised person at any time.
- This job description is not an exhaustive list of responsibilities to be undertaken by the post holder and you may be required to carry out other duties, which are felt to be reasonable and commensurate with the post.

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>	