

<b>Job title:</b>	<b>Electrical Testing Team Supervisor</b>
<b>Directorate:</b>	<b>Commercial Services</b>
<b>Date written:</b>	<b>October 2020</b>
<b>Grade:</b>	<b>15</b>
<b>Job code:</b>	<b>2710</b>

### Purpose of job

To be responsible for supervising a team of mobile electricians, assisting in the delivery of a planned Inspection and Testing programme and an external Inspection & Testing catch-up contract delivery.

Ensure a quality electrical testing service that meets regulatory standards with the results of inspections and testings recorded with the appropriate certificates or reports preventing any potential claims against the organisation.

Support the Electrical Testing manager in endorsing electrical performance through audit, ensuring premises, equipment and documentation are available for NICEIC inspection.

### Key duties and responsibilities

- Verify electricians testing and inspection results in a timely manner using Total Mobile software and NICEIC. To ensure C1 (immediately dangerous) and C2 (potentially dangerous) work has been completed/made safe and follow on works advised.
- Act as one of the accredited and nominated persons to represent the company as prescribed within the rules of enrolment ensuring the results of inspection and testing are recorded correctly on the appropriate certificates and reports and to NICEIC standards.
- Possess the ability to install, repair, inspect and test electrical installations and have the aptitude to correctly complete the electrical installation certificate, Minor Works or condition report.
- Ensure the business' premises, equipment, documentation and records are available for inspection when required by NICEIC.
- Carry out pre and post site inspections on our properties following tests carried out both by the testing team and our contractors.

- To be available to carry out test and inspection works as needed for the 5-yearly programme.
- Provide technical advice to the testing team, ensuring that recommendations are coded correctly.
- Carry out risk assessments of all electricians and ensure that this information is collated in line with relevant legislation.
- Maintain NICEIC accreditations by acting effectively as Qualifying Supervisor.
- Be available for any audit conducted by Compliance or NICEIC.
- Ensuring any resources required are available and when needed obtain these in line with purchasing procedures.
- Ensure that all works carried out are in line with Health & Safety responsibilities and legislations.

#### **Knowledge, skills and experience required**

- Evidence of the ability to effectively supervise a team of electricians and apprentices ensuring that work is carried out in a safe and timely manner in accordance to legislation.
- Effective interpersonal skills, including teamwork, networking and negotiation skills with the ability to positively motivate both the team and stakeholders, whilst building trusted relationships.
- A motivated and enthusiastic individual, who can work under pressure and prioritise workloads to deliver an outstanding service to the partnered departments.
- Level 3 Award (City & Guilds or equivalent) in the Requirements for Electrical Installations BS7671:2018 (2382-15) with the new amendment 3 qualification (BS7671:2018) or a fully time served electrician who carried out at least City & Guilds Level 2 & 3 Diploma in Electrical Installations (Buildings and Structures) or equivalent.
- City & Guilds 2391, 2394 and 2395 in initial verification, certification, periodic inspection & testing of electrical installations (or equivalent qualification).
- Full understanding of electrical testing process and certification, working knowledge of Total Mobile software desirable.
- Experience with installing, servicing and maintaining electrical systems and applications in accordance with the current edition of the IET Wiring Regulations.

- Full clean driving licence and/or ability to travel in a timely and efficient manner to areas needed and attend meetings, of which can be in areas not covered by public transport.
- Demonstrate our Values and Behaviours.