

## The Highland Council

### Job Description

<b>Service:</b>	Development & Infrastructure	<b>Section:</b>	Catering, Cleaning & Facilities Management Services (CCFM)
<b>Job Title:</b>	Foreperson Electrician		
<b>Grade and Salary:</b>	HC06 - £26,801.32 - £30,129.84 (Salary placing will normally be at the first point of the scale)		
<b>Location:</b>	Dingwall		
<b>Responsible to:</b>	Resources Officer (Assets)		
<b>Job Purpose:</b>	Lead the Repairs and Maintenance Team which supports the CCFM Service with equipment repairs and transportation of equipment throughout the Highlands.		
<b>Key Duties and Responsibilities:</b>	<ul style="list-style-type: none"><li>▪ Schedule and supervise electrical repairs and maintenance programme for electrical equipment used in CCFM Service</li><li>▪ Maintain, repair and test a varied range of electrical equipment – mainly cleaning machines and lighter catering equipment – both on site in catering and cleaning establishments, and at the workshop base</li><li>▪ Keep up to date with Health and Safety at work regulations, and electrical testing procedures</li><li>▪ Source and record spare parts and equipment required and stocks issued, including receipt of goods into and out of store</li><li>▪ Day to day maintenance of workshop and store</li><li>▪ Control warehouse stock, and carry out annual stock take</li><li>▪ Line manage and oversee workload of Repairs and Maintenance Operative</li><li>▪ Work closely with Resources Officer (Assets) and CCFM 'Maintenance Help Desk' to obtain details of required repairs, and update on status of jobs</li><li>▪ Manage ongoing storage of heavy equipment for CCFM, and provide uplift and delivery of catering and cleaning equipment as required</li><li>▪ Create and maintain records using various database and spreadsheet systems, and produce reports as required, using Highland Council's ICT equipment and relevant systems</li><li>▪ Maintain portable appliance test equipment, and ensure calibrated for up to date testing.</li><li>▪ Ensure that all tasks undertaken comply with service operational procedures, work instructions and in accordance with Council policies and procedures</li><li>▪ Ensure that Occupational Health, Safety &amp; Wellbeing procedures are followed</li><li>▪ The postholder will require to travel throughout the Highlands, driving a variety of council vehicles – the post may require travelling long distances within the Highland area</li><li>▪ Maintain Council vehicle in a clean and tidy state, and maintain and submit relevant paperwork</li></ul>		

**Other Duties:**

The post holder may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time-to-time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time-to-time.

**Special Conditions:**

This post is subject to an enhanced disclosure check

## The Highland Council

### Person Specification

**Service:** Development & Infrastructure

**Job Title:** Foreman Electrician

**Location:** Dingwall

#### Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. **EXPERIENCE –**
  - Minimum of 4 years' experience of carrying out repairs and maintenance to electrical equipment
  - Experienced driver
2. **EDUCATION AND QUALIFICATIONS –**
  - Qualified Approved Electrician
  - Appropriate certificate for IEE regulations and testing
  - A competent standard of literacy and numeracy
3. **SKILLS/ATTRIBUTES GENERAL –**
  - Excellent IT skills, including significant working experience of MS Excel and Outlook
  - Self-motivated, with ability to lead a team and also to work on own initiative
  - Ability to complete work accurately, with excellent attention to detail
  - Ability to accept responsibility and have a flexible working attitude
  - Good communication skills, both verbal and written
  - Excellent organizational skills with the ability to balance competing priorities and workloads
4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**
  - Current driving licence
  - Ability to read and understand technical drawings (e.g. circuit diagrams)
  - Ability to plan and organise activities to meet deadlines within scope of responsibility
  - Awareness of Health and Safety Regulations
  - Ability to lift, handle and manoeuvre various items of equipment
  - Given the nature of this job, the postholder will be required to make visits away from their normal base. You will be expected to travel efficiently and effectively between various work locations with Highland to meet the operational requirements of the Service.