



Role Profile

Role Details			
Role Title	Electrician	Section	Investment
Division	Investment	Report To	Operations Manager
Grade/Salary	£40,953 per annum with the opportunity to earn an additional productivity-based payment	Date Completed	March 26

Company Overview

City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.

City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.

Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.

Our Values

Excellence: to deliver quality in everything we do.

Honesty: to be open, honest and transparent with all stakeholders, promoting partnerships and sustainability.

Trust: to be trusted by our employees, clients and partners.

Inclusion: we are a welcoming, diverse and supportive organisation, that supports all to reach their full potential by building trust.

Community: to play an important role in the communities of Glasgow we serve. Providing first class services together with jobs and training opportunities for local people.

Ambition: to build a culture of excellence, through continuous improvement to deliver outstanding services for all of our customers. All whilst being an employer of choice within the city providing high quality and skilled jobs

Our Vision

Our residents, customers and partners will recognise us as delivering outstanding levels of customer focus, quality and value. We will play a key role in supporting our members to address our common priorities through our unwavering focus on resident/customer resident satisfaction, resident/customer value and resident/customer trust. In doing so we will be recognised by our

residents, customers and partners as playing a significant role in making Glasgow a great place to live.

Role Summary

The electrician is a key member of the Operations Division, working within the Investment section to deliver high-quality kitchen upgrades and rewire to installations across the social housing sector. The role involves rewiring upgrading and partial rewire while ensuring excellent workmanship, compliance with building regulations, and a strong commitment to customer service.

City Building are looking for a dependable and highly skilled 18th Edition Qualified Electrician to deliver City Building domestic electrical works to the highest professional standard. This role focuses on kitchen upgrades, full and partial house rewire, and a wide range of household electrical improvements. You will play a key part in ensuring compliance, safety, and quality across all projects, this role is predominantly for Kitchen Upgrades and house rewire although City Building carry out a vast expansion of electrical works all over the social housing network from basic repairs to full rewire. The post holder may also be required to undertake a full range of other Electrical duties as and when required.

The successful candidate must ensure all work is completed safely, following current building standards, health and safety legislation, and organisational policies. Care for tenants' homes, maintaining a clean and safe work environment, and delivering excellent customer service are essential aspects of the role.

The role requires the ability to work both independently and as part of a team to complete installations efficiently while maintaining high standards of safety, workmanship, and quality.

Flexibility is important, as the post holder may be required to support other areas of the Investment service or work in different locations to meet business needs.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Key responsibilities	<ul style="list-style-type: none"> - Carry out kitchen electrical installations, appliance circuits, lighting upgrades, and consumer unit works. - Complete domestic rewire in line with Current BS7671 regulations and City Building specifications. - Conduct testing, inspection, and certification to a high standard. - Ensure full compliance with all City Building policies, procedures, and Health & Safety requirements. - Maintain accurate job records using the NICEIC cloud system. - Diagnose and resolve electrical faults efficiently and professionally. - Work flexibly, independently, or as part of a team depending on project needs. - Deliver excellent customer service and maintain a clean, safe working environment.
Investment	<ul style="list-style-type: none"> - Carry out electrical upgrades to current electrical domestic installations to include full, partial or single circuit rewire. - Replace and renew any associated electrical fixtures and fittings. Coring of fans, replacement of Consumer units and any associated electrical.
Customer Service and Communication	<ul style="list-style-type: none"> - Communicating effectively with customers to explain the issue, provide updates, and ensure satisfaction. - Maintain accurate records of the work carried out, including fault logs, parts used, and repair history.
Testing and Inspection	<ul style="list-style-type: none"> - Following works, performing thorough testing of the electrical systems to ensure proper functionality. - Ensuring that the repairs of electrical systems meet all applicable standards and codes.

	<ul style="list-style-type: none"> - Generating and submitting any required inspection or test certificates, if needed for regulatory or client purposes.
Equipment and Material Management	<ul style="list-style-type: none"> - Manage and control all materials, plants, and tools required to complete each job. - Ensure your van stock and material inventory are accurate, replenished, and well organized at all times.
Health and Safety	<ul style="list-style-type: none"> - To carry out work in accordance with the Health and Safety at Work Act 1974 - To ensure that all Health and Safety requirements are adhered. - Ensuring all emergency work is carried out in compliance with safety standards and regulations. - Conduct risk assessments on-site, identifying hazards, and ensuring a safe working environment. - Report all Incidents and Accidents at the earliest opportunity. - Always ensure a safe working site. - Ensure wellbeing is a priority.
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none"> - Comply with and implement all City Building Policies and Procedures. - Act ethically and with integrity. - Comply with building standards.
General	<ul style="list-style-type: none"> - Attend all Training, Meetings, and Toolbox Talks assigned to your role. - Complete all compulsory GOLD and Safety Media training for your role. - Establish, develop, and maintain effective working relationships with all work colleagues. - Undertake any other duties as may reasonably be required in line with the level of responsibility of the role and in order to meet the changing needs of City Building.

Key Behaviours and Competencies

Our Electrician will demonstrate the following behaviours and competencies:

Behaviours and Competencies:	Includes the Requirement to:
Technical Competence	<ul style="list-style-type: none"> - You should have experience in domestic testing, inspection and fault finding. - It is expected that you will have sound knowledge of 18th edition wiring regulations and demonstrate a desire to enhance your knowledge in domestic testing and electrical certification.
Health, Safety and Environmental	<ul style="list-style-type: none"> - Operatives should exhibit a proactive approach to health and safety, taking responsibility for personal safety and that of others. This includes adhering to all safety protocols, wearing appropriate PPE/RPE, and ensuring the work area always remains safe. - Reporting all safety incidents, accidents, and near misses. - A work environment that prioritises safety and minimises exposure to asbestos and other environmental hazards.
Communication and Client Interaction	<ul style="list-style-type: none"> - Operatives need to communicate risks, safety procedures, and job updates to clients and team members. This includes reassuring clients about the safety of the work being undertaken and responding to their questions in a professional manner. - Effective communication with clients, ensuring they are kept informed and confident that all safety measures are being followed, especially when dealing with sensitive information.

	<ul style="list-style-type: none"> - Positive relationships with clients, a clear understanding of asbestos risks, and customer satisfaction with the work being carried out.
Ongoing Training and Professional Development	<ul style="list-style-type: none"> - Complete all necessary training. - Be open to mentorship and guidance for improvement from more experience colleagues.
Trust and Confidentiality	<ul style="list-style-type: none"> - You must ensure that any sensitive information is handled confidentially and responsibly. - Build and maintain trust with all stakeholders by consistently handling confidential matters with professionalism and respect.
Ethical and Professional Integrity	<ul style="list-style-type: none"> - Able to demonstrate honesty and transparency in all professional dealings, particularly regarding standards of works and reporting any safety related concerns. - Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information.

Person Specification

You will be customer focused and proactive, providing Customer Service Excellence and support the service delivery. You will project a professional and quality image of the service provided and always conduct yourself in a professional and courteous manner when representing City Building.

You must be capable of working on your own initiative and as an integral part of our team. You will be required to liaise closely with your Line manager /Supervisor, team members, clients and customers in respect of any problems regarding access or delays to maintain our high standards of service delivery.

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

Requirements

Qualifications/Licence/Certification/Experience level...

- Minimum NVQ level 3 electrical installations
- 18th Edition Wiring Regulations qualification.
- Strong experience in domestic electrical work, especially kitchens and rewires.
- Proven testing and inspection experience 2391 desirable
- Ability to use NICEIC cloud-based certification systems.
- Full UK driving licence.
- Strong understanding of Health & Safety and compliance requirements.
- Good communication skills and a professional, customer-focused approach.

Interdependencies

- Contracts & Operations Manager within the Operations Division
- Other City Building Trades
- City Building Clients and Customers
- All personnel within City Building, Wheatley Housing Group, and Glasgow City Council involved directly or indirectly in working within the Operations Division.

Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.