

Xmo Veritas Ltd

Job Description

Job Title: Electrician

Main Purpose of Job: To carry out electrical installation, modification and maintenance as directed by the Company, maintain at all times high standards of Health & Safety, Quality and professionalism, in accordance with Company doctrine, principles and procedures.

Relationships:

- a) Responsible to: Installation Supervisor & The Operations Manager (As defined below)
- b) Responsible for no staff
- c) Liaison with: Project Coordinators, customers, suppliers, installers, sub contractors and office staff.

Main Tasks & Responsibilities

1. Maintain at all times high standards of Quality, Health & Safety and professionalism, and actively promote all Company policies and procedures.
2. Be fully conversant with the relevant requirements of the latest editions of the IEE Wiring Regulations (BS7671), the Design, Construction, Modification, Maintenance and Decommissioning of Filling Stations (the Blue Book) and the Electricity at Work Regulations as per their requirements to work you carry out.
3. Ensure the state of all electrical installations complies with minimum basic standards before making any modifications to the site (particularly regarding Equipotential bonding and main site protective devices).
4. Ensure all electrical installation, modifications and maintenance work carried out complies with the requirements of BS7671, the Blue Book, and industry best practice, and produce test certificates.
5. Carry out site surveys and source material to carry out installation / maintenance in the most efficient, economical way, without sacrificing safety or quality. Carry and maintain a reasonable quantity of commonly used materials in vehicle.
6. Report any breaches of Electricity at Work act found on site, and any serious breaches of BS7671 or the Blue Book to site personnel and your supervisor.
7. Organise all activity to minimise risk to operatives, other contractors, staff and members of the public, including discouraging horse play and restraining others from taking risks.
8. Be responsible for running site activities effectively and that all delays, interferences and extra costs are logged and reported.
9. Ensure all required paperwork is completed and returned to the Office as soon as possible and in accordance with Company procedures.
10. Be responsible for the allocated Company Vehicle, including keeping it both internally and externally clean and tidy, secure and in a serviceable condition. Making sure vehicle is serviced and carry out regular interim checks, all as detailed by the manufacturer. Report all damage, including circumstances in accordance with Company procedures. Ensure accurate records of duty driver and mileage are kept.
11. Be responsible for the serviceability, security and proper authorised use of all Team Company assets (including tools, account cards and telephone) and report any deficiencies as they occur. .
12. Be prepared for Ad Hoc audits on Health & Safety/Quality that may be conducted without warning. To institute and comply with all instructions, recommendations and observations made as a result of such audits.
13. Be responsible, when working more than 2 hours or 100miles away from home (whichever is the greater), for ensuring adequate provision of accommodation and subsistence for the crew.
14. Represent the Company in the best possible light at all times.

15. The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Job Description agreed by:

Date:

Electrician

Date

Director