

**Role Profile: Mobile Working Electrical Supervisor**

**Department: Hampshire Hub**

**Location:** **Mobile covering Hampshire / Surrey / Sussex / Isle of Wight**

**Hours: 40 hours per week**

**Salary:** **£45,000 per annum**

**Benefits:** **23 Days Holiday rising to 28 with length of service**

**Pension, Life Assurance, Sick Pay**

**Company Van with Fuel Card**

**Who you report to: Repairs Manager**

**SUMMARY OF ROLE**

Mountjoy Ltd is contracted to Various Contracts across the Southeast to carry out Maintenance and repairs to around 5,000+ buildings. Building types include:

* Universities
* Social Housing
* Council buildings
* Office buildings
* Leisure Accommodation

We are seeking a conscientious and enthusiastic Mobile working electrical Supervisor with a can-do attitude and flexible approach. Trades persons must have relevant qualifications and broad maintenance experience in their core trades with additional experience and capability to complete tasks outside their core competency. The operative must maintain a professional appearance and attitude and be always polite and courteous. It is a further requirement that all operatives must pass an Enhanced DBS check and SC Clearance.

The successful person will carry out a mobile role and carry out a variety of work across the maintenance division.

**The key activities you will undertake in this role will be:**

* Validate and sign off electrical certification using the NICEIC certification program
* Ensure all electrical work is carried out to the latest IEE wiring regulations and associated British Standards
* Electrical test and inspection.
* Reactive repairs and fault finding.
* Full electrical rewiring.
* Electrical installation to kitchens and bathrooms.
* Electrical installation of commercial heating system.

**KEY RESPONSIBILITIES**

* All electrical work is to comply with the latest IEE Wiring Regulations, any associated British Standards and is completed to a high standard
* Ensure all electrical certification is completed as required at the end of each job and sent to the NICEIC electrical certification program where you will validate and send to the contract administers
* Ensure all electricians are using safe isolation procedures, all equipment is to GS38 guidance document for electrical test equipment and maintained in excellent condition
* Diagnose and rectify faults within core field of expertise.
* To ensure that the quality of work always meets the highest possible standards.
* Support all trades to deliver a professional and safe maintenance and repairs service.
* Respond swiftly to all emergency situations and resolve them efficiently.
* Keep the customer up to date with progress and plans.
* Undertake all work efficiently and cost effectively, minimising non-productive time wherever possible and reporting any difficulties encountered to the Service Manager.
* Apply Company Health & Safety rules in all you do, using risk assessments, method statements and PPE when needed.
* Maintain tools, plant and equipment in a safe, clean and workable condition.
* Maintain accurate records of works undertaken with photographic evidence, as necessary.
* Ask your line manager for assistance when required.
* Be willing to work within the Mountjoy group and assist other contracts as directed by the Contract Manager as and when the business dictates.
* Always maintain your company vehicle in a clean and tidy condition and report any defects to the Contract Manager / Supervisor in a timely manner.
* Be an inclusive part of the team and be part of an on-call rota (Out of Hours)

**SKILLS REQUIRED**

* Be the technical expert in your field, providing efficient and effective solutions where required
* All aspects of domestic and commercial electrical works
* Able to use the phone to communicate effectively, explaining yourself clearly and concisely understanding what information you need or need to provide.
* Be comfortable in dealing with tenants and remain professional even when issues are contentious, especially when explaining works to tenants.
* Understand the need to complete outstanding pieces prior to starting in other areas
* Be able to diagnose the right repair adopting the right first-time approach
* Be a team player ensuring lessons learnt, and good practices are shared amongst the team for future benefit of the service.
* Have a practical approach to health and safety, ensuring that you and others are always safe.
* A problem solver and be able to work out what is the right repair.
* Be able to self-manage and be self-motivated, prioritising and programming work in the most efficient manner.
* Be able to use knowledge and judgement to make the right decisions and find effective solutions to problems.
* Able to use the phone or PDA to communicate effectively, explaining yourself clearly and concisely understanding what information you need or need to provide
* Be able to understand Mountjoy’s processes and actively engage in our culture

**KNOWLEDGE REQUIRED**

* Be able to demonstrate you are a competent tradesperson and have the tools to do the work.
* Have the prerequisite technical, statutory, and legislative knowledge for the trades you perform for the company ensuring you keep abreast of updates and changes.
* Have knowledge of the materials and methods used in the building and maintenance industry.

**QUALIFICATIONS REQUIRED**

* NVQ level 3 in electrical installation or equivalent (Essential)
* C&G 2391 or equivalent in Inspecting and Testing (Essential)
* 18th edition (Essential)
* CSCS card would be an advantage
* AM2 qualifications (Essential)
* Full current driving license

**EXPERIENCE**

* Over 3 years trade experience in the building maintenance industry
* Ideally 2 years with supervisory experience of some degree