

## JOB DESCRIPTION

### Electrician

In the role of Electrician, you will be responsible for the provision of top-quality, safe electrical installations on a wide variety of projects.

You will report to the Electrical Project Manager responsible for the project.

### Our Core Values

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



#### Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



#### Pride & passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



#### Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



#### Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

### Key responsibilities

Your duties will include, but are not limited to, the following;

- Shall also be able to demonstrate competence in the health and safety, human interaction, quality control and environmental requirements appropriate to your scope of work
- To provide good quality, safe installations
- Ability to follow a construction programme working to tight deadlines
- To review own work to ensure right first time and reduce the snagging
- Check other people's work and flag up problem areas
- Be able to demonstrate detailed knowledge of a systems operating principles
- Set, identify and establish the requirements of the job, whether from drawing, specifications or other instructions
- Liaise with other trades, contact suppliers and managers, as appropriate
- Solve problems within the scope of the work carried out
- Ensure compliance with all relevant standards
- Specify and monitor programmes for installing and commissioning systems
- Plan the installation of system components
- Install and test system components
- Carry out pre-commission testing, de-commission systems and commission and test systems
- Agree to undertake day-to-day and on-the-job training and instruction of apprentices, trainees and new employees



- Request deliveries of plant and materials to fit in with the construction programme
- Be able to take responsibility for the day-to-day supervision of a small site team
- Motivate the workforce
- Provide information necessary to carry out the task
- Provide correct equipment and materials to carry out specific tasks
- Set goals/timelines for tasks to be completed
- Challenge any deviation from task/goal
- Provide clean & comfortable welfare conditions
- Provide a tidy site – set the standard
- Challenge workers for not working & advise management of poor quality labour
- No over-ordering of materials

### **General Requirements**

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.

The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company

### **Continuous improvements**

You will contribute to the overall running and continuous improvement of the business, along with development of Meldrum Building Services, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to Meldrum Building Services Ltd, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the QEMS.

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Signed:.....  
Director

Date:.....

Signed:.....  
Employee

Date:.....



**PERSON SPECIFICATION**  
**Electrician**

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum NVQ level 2 in Electrical Installation</li> <li>• ECS Card</li> </ul>	<ul style="list-style-type: none"> <li>• Full time served Electrician (any level)</li> </ul>
<b>Experience/ Skills</b>	<ul style="list-style-type: none"> <li>• Health &amp; safety</li> <li>• Measuring to precise specifications</li> <li>• Multiskilling (e.g. combination of various technical skills)</li> <li>• Process management</li> <li>• Project management</li> <li>• Quality control</li> <li>• Reading technical drawings</li> <li>• Risk assessment</li> <li>• Time management</li> <li>• Use of hand tools</li> <li>• Working at height</li> <li>• Accuracy</li> <li>• Adaptability</li> <li>• Attention to detail</li> <li>• Effective and on-going communication</li> <li>• Problem-solving</li> <li>• Team-working</li> <li>• Working to tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience within the construction industry</li> </ul>
<b>Safety Skill Sets</b>	<ul style="list-style-type: none"> <li>• Valid JIB ECS Card</li> <li>• Abrasive Wheel</li> <li>• Asbestos Awareness</li> <li>• Environmental Awareness</li> <li>• Emergency First Aid</li> <li>• Face Fit</li> <li>• Fire Safety Awareness</li> <li>• IPAF</li> <li>• Manual Handling</li> <li>• PASMA</li> <li>• RAMS</li> <li>• Safe Working at Height &amp; Temporary Works Awareness</li> <li>• SSSTS</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Knowledge and Other Relevant Factors</b>	<ul style="list-style-type: none"> <li>• Degrees of tolerance/accuracy</li> <li>• Impacts for the site if manufacturer is at fault</li> <li>• Integrating onsite and offsite</li> <li>• Order of sequence</li> <li>• Processes used to assemble buildings</li> <li>• Quality assurance</li> </ul>	