

## Job Description

# Electrician

Reporting to an Electrical Supervisor and Managing Engineer, your role is to work within the Contracts Department carrying out electrical works including, installation, call outs and maintenance.

A high level of diligence, individual responsibility and client liaison skills, both orally and in writing, at a site level are required, together with a high standard of workmanship.

### Main Duties and Responsibilities

#### Operational

- Compliance with all safety regulations on all contracts.
  - To represent the company to the best of your ability at all times, liaising with our clients to help ensure that their requirements are met, whilst carrying out a range of electrical installation and maintenance at our various sites within your allocated working area.
  - Electricians must possess particular practical, productive and engineering skills with adequate technical knowledge so as to be able to work on their own proficiently and carry out electrical installation work without detailed supervision in the most efficient and economical manner.
  - After training, it is expected that, when the situation arises, an electrician within this organisation must have the ability to supervise two further operatives working on a site where they hold the primary responsibility.
  - Administer and complete all paperwork relevant to operations at this level, record vouchers, Multitech instructions, site issued instruction, timesheets, permits to work, etc.
  - In most cases an Electrician is required to hold a clean current Driving License and be willing to drive in the course of their duties. However, this criteria does not apply for Electricians living in or around Central London who are able to utilise public transport.
- An Electrician may be requested to attend site after normal working hours for call outs and weekend work situations.
  - To inform his supervisor of any material that is required or of any material that is to be collected from site.
  - To look after the company's plant, materials, tools and equipment on site reporting any deficiencies and losses immediately to your supervisor.
  - To ensure that a sufficient level of contact is maintained between yourself and your supervisor to enable the smooth running of your works and the operations.
  - Notify your immediate supervisor of further site works or extended installation requirements/material requirement i.e. needing more site time, next day or similar in order that the proper arrangements be made.

#### Administration

- To ensure that all record vouchers and corresponding site instructions are completed and signed off by the contractor site representative.
- To ensure that all paperwork is completed and forwarded to either the contracts or Accounts Department, by the latest, Tuesday of the following week.

#### Personal Training

- Company Induction Programme
- First Aid Training if required
- Safety Awareness
- Technical Courses as may be necessary
- In house training covering Quality and Safety issues

#### Time Period

We anticipate that to cover and fully understand all of the above would take an approximate 12 month time period.

#### Remuneration

JIB rates and above plus benefits.

To apply please call Lin Eldon  
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