

## Aspire Job Description

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**Job Title:** Electrician **UPRN:**ELEC658

**Entity:** **ASPIRE DEFENCE SERVICES LIMITED (ADSL)**

**Location:** TidNBul

**Reports to:** Maintenance Supervisor

**Key Purpose of the Role:** To undertake New, Reactive or PPM tasking as part of a highly skilled maintenance support function within the Garrison

- Key Responsibilities:**
- Ensure that all areas of areas of personal responsibility adopt and utilise ADSL QHSE policies and procedures
  - Not to interfere or misuse anything provided in the interests of Health and Safety or protection of the environment
  - Reporting of all Health and Safety defects, near misses, dangerous occurrences and spillages to the ASPIRE Helpdesk
  - Take all reasonable precautions to ensure the health and safety of themselves, ADSL employees, customers or members of the public is not affected by their activities
  - Undertake electrical installation and reactive work to the required standard and in line with any documentation provided
  - Able to carry out periodic inspection, testing and reporting to current BS 7671:2008
  - Attend and resolve any reactive tasking as directed line management
  - To be able to work generally unsupervised and effectively manage daily workload
  - Ensure acceptable standards of productivity and workmanship are maintained in the execution of work
  - Ensuring the recording of all maintenance works when completed are posted through the appropriate, equipment, systems and documentation as required by the Company Management System
  - Able to carry out functions in an organised and logical manner with a flexible 'can do' approach
  - Work as part of a team to deliver an efficient and effective service to the client, customer and stakeholders
  - Carry out such duties as may be reasonably required from time to time by the Line Manager or other Senior Managers

**Qualifications** **Essential:**

- IEE Wiring Regulations 17<sup>th</sup> Edition
- Full (UK) Valid driving license

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### Desirable:

- Recognised electrical apprenticeship
- City and Guilds 2391 – Inspection and Testing
- Manual Handling
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### Experience & Knowledge:

#### Essential:

- Proven experience of working as a qualified electrician
- An understanding of safe systems of work
- Must have or be eligible to obtain MoD security clearance
- Industrial, Commercial, Domestic building services experience
- Must have or be eligible to obtain MoD security clearance

#### Desirable:

- Proven experience of working in a maintenance environment
- An understanding and working knowledge of other disciplines within a multi task delivery service
- Carried out testing and maintenance activities on Emergency Lighting equipment
- Working knowledge of a MOD or military environment
- Proven experience on the using of hand held PDA equipment

### Skills:

- Operates effectively as a competent person
- Understands the needs and implications of RAMS
- Understands the requirement of Safe Systems of work
- Ability to work on their own proficiency and carry out electrical installation work without immediate supervision in the most efficient and economical manner
- Ability to set out jobs from drawings and specification, and requisition the necessary installation materials
- Ability to accept responsibility for the proper completion of jobs and if required, supervise other operatives
- Can demonstrate a customer focused, proactive 'can do' attitude, flexible approach to working and can work as part of a team
- Problem solving & decision making
- Self-disciplined and able to use own initiative
- Good communication & interpersonal skills (written & verbal)
- Ability to act in a professional manner, with absolute discretion

### Date:

11 July 2016

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