

Role Title	Approved Electrician
Corporate Focus	LHA Property Services
Objectives	To assist in the provision of first-class maintenance service for the LHA Group.
Accountability	LHAPS Supervisor
Management Responsibility	Apprentice electrician
Main Location / Base	Blar Mhor Industrial Estate
Hours of Work	37.5 hours per week
Date Approved	January 2024

Responsibilities

- To adhere to Health and safety legislation.
- To be responsible for the supervision of an apprentice electrician.
- To provide an effective and efficient service for tenants of the Association.

Key Activities

1. To carry out electrical repairs and replacements within reactive, cyclical and planned maintenance.
2. To assist with the provision of adaptations for Lochaber Care & Repair clients.
3. To operate within a computerised work planning system, of which, full training would be provided.
4. To work outwith the scope of your trade within reason to assist others on the team as and when required.
5. To act in accordance with corporate policies including but not limited to Health and Safety and data protection.
6. To keep all items supplied by the LHA Group in good working order.
7. Carry out inspections of properties as instructed by the Supervisor.
8. To maintain accurate maintenance records.
9. To ensure that any allocated vehicle is at all times used and maintained in a safe, roadworthy and clean condition, and is kept securely when not in use.

Other Responsibilities

- To represent the Lochaber Housing Association Group positively and effectively at all times.
- To be familiar with, observe and uphold all policies and procedures relevant to this role.
- To communicate effectively with colleagues to ensure high quality service provision and performance.

- To contribute constructively and effectively to the resolution of any complaints from service users and customers.
- To comply with all relevant statutory and regulatory requirements.
- To ensure that all premises used by the Association’s maintenance staff are used and maintained in a safe and clean condition and meet the requirements of the Association’s Health & Safety policy.
- To undertake any other duties on behalf of the LHA Group as reasonably requested by the Supervisor.

Specific Resources Associated with this role

ICT, PPE, Mobile Phone, Works Vehicle.

Key Relationships