

Job Description

Job title:	Electrician
Department:	Maintenance
Outline:	To act as the College Electrician as part of the Maintenance team.
Reporting to:	Head of Estates, Maintenance and Contracts
Reporting to the post holder:	None
Hours:	37.5 hours a week and paid on-call rota for evenings and weekends
Salary and Salary Band:	Band 6
DBS check required?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> IF YES, Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/>

Main duties and responsibilities:

- The Maintenance of all Electrical, Security, Fire, Heating and Mechanical wired Systems.
- Carry out electrical works to NICEIC Standard and in line with best practice
- Carry out tests and inspection of electrical systems and maintain log books
- Inspect repairs
- Identify materials, take measurements and prepare material order schedules for review by the Head of Operations
- Ensure that the workshop is maintained in a clean and tidy manner and that equipment is serviced and operated properly
- Ensure that site workplaces are maintained in a proper manner
- Check material delivery notes and control material waste environmentally in accordance with the WEE regs.
- Maintain material stock records within your control and liaise with electrical suppliers
- Control safety, health and welfare in the work place
- Comply to applicable safety regulations
- Oversee the electrical testing of planned maintenance systems to ensure compliance
- Oversee PAT testing procedures and maintain records
- Be prepared to attend out of hours electrical emergencies
- Maintain suitable & sufficient spare parts
- To undertake and assist with other maintenance as required by the Head of Buildings, Facilities and Maintenance
- To undertake a planned program of maintenance as directed by the Head of Buildings, Facilities and Maintenance

Tools and equipment used:

Electrician based tools and testers
Step ladder
Extension ladder
Tower scaffold
Electric hand tools

Employees are required to adhere to the policies and procedures of the College at all times and to maintain a safe and healthy environment for Fellows, staff, students and College visitors. Staff are issued with a copy of the College's Health & Safety booklet which must be read and a form of acknowledgement signed by staff. All staff are required to be aware of the College's Fire Regulations and Fire Assembly Points.

Person Specification

	Essential	Desirable
Qualifications	Electrical Systems - 2365 City & Guilds 17 th Addition 2382, British Standard 7671 Test Inspection 2391 or earlier, PAT Certificate 2377.	Willing to work toward City & Guilds 18 th Edition
Skills, knowledge, experience	Good understanding of Fire System Installation (Gent / Ziton / Morley / Siemens)	Audio Visual background and knowledge.
Personal attributes	The ability to communicate with all College Fellows, staff, students and College visitors in a friendly and helpful manner. The ability to maintain good working relationships and to communicate clearly within his or her team. To be able to keep abreast of new legislation and demonstrate willingness and ability to learn.	

Salary and Conditions

Band 6.

The basic hours are 37.5 per week. The jobholder will be part of the paid on-call rota for weekends and evenings. TOIL will also be given for additional hours by arrangement with the line manager.

Benefits include a pension scheme, contributory pension scheme, 25 days holiday plus bank holidays, pro rata in the first year and for part-time appointments. On-site parking & subsidized gym membership. Lunch is provided when the kitchens are open.