

# Job Description for the post of

#  College Maintenance Electrician

**Title:** Maintenance Electrician

**Reporting to:** Workshop Supervisor

**Working with:** Maintenance Staff, College Staff.

**Role summary:**

The Maintenance Electrician will report on a day to day basis to the Workshop Supervisor. The main aims of the role of the Maintenance Electrician will be to undertake specific planned routine maintenance tasks as described below, and also respond efficiently to any emergency maintenance repairs that may arise as a result of damage or disrepair. The post holder will also be expected to undertake any reasonable maintenance duties at the request of the Clerk of Works.

**Specific duties:**

* The maintenance, repair and replacement of primarily electrical equipment including but not limited to lighting, power, heating, ventilation, control and boiler equipment;
* The general repair and maintenance work in connection with the electrical services and infrastructure to the College, both on and off site;
* Ensure all maintenance activities and failures are responded to efficiently and effectively;
* Carry out any reasonable emergency tasks, which are requested by the Workshop Supervisor or Clerk of Works;
* Member of the college call out team, working one week in every four including providing cover for other colleagues during absence;
* To undertake any other type of maintenance work in connection with the functioning of the College as required by the Clerk of Works;
* Responsible for portable appliance testing and the upkeep of electronic register;
* Carry out meter readings across both on-site and off-site locations as required;
* Carry out quarterly emergency light testing along with any repairs as required;
* Weekly fire alarm testing;
* Bi annual college clock adjustments;
* Ensure safe disposal of hazardous waste products;
* In the absence of the Clerk of Works, liaise with external contractors regarding small electrical projects;
* Ensuring plant and stock rooms are kept tidy;
* Small installation projects and equipment repairs;

The above list is not exhaustive, and this job description may reasonably be adjusted by the Clerk of Works, within the scope of the post.

**Person specification**

The successful applicant will be educated to GCSE level or equivalent and ideally have a formal qualification in maintenance/electrician. He/she will have relevant building maintenance experience with familiarity in working within a college environment.

**Essential skills and abilities:**

* Knowledge and experience in electrical maintenance along with general maintenance;
* Knowledge of current Health and Safety regulations;
* Computer and IT literate including the use of Microsoft Word, Excel and Outlook;
* A team player and the ability to work on your own initiative;
* Good interpersonal skills;
* A flexible approach to working and committed to delivering high levels of customer service;
* A positive and helpful attitude to work and colleagues;
* A willingness to learn and adapt;

**Desirable skills and training:**

* 17th Edition training;
* First aid at work qualification;
* Manual handling training;
* Working at height training;