JOB DESCRIPTION: Maintenance Technician (Electrical)
Department: Buildings Office
Responsible to: Head of Buildings & Projects
Reporting to: Buildings & Small Works Surveyor (College Surveyor)

Specific Duties

**Buildings, Systems & Infrastructure Maintenance**

- Maintenance, fault finding, repair, replacement and testing as necessary of existing electrical elements and/or systems within the College – all of these as *allowed or limited by your qualifications and training*.
- Installation, testing, commissioning and certification as necessary of new electrical elements and/or systems within the College – all of these as *allowed or limited by your qualifications and training*.
- Assist in collating, maintaining and updating relevant written records, inventories and drawings of electrical installations for future reference, and advising the Buildings and Small Works Surveyor of any significant changes.
- Carry out day-to-day maintenance tasks both at internal and external College properties as required or as agreed with the Buildings and Small Works Surveyor.
- Carry out planned maintenance tasks both at internal and external College properties as discussed and agreed with the Buildings and Small Works Surveyor.
  
  *Maintenance tasks to include, but not limited to, dealing with plumbing, electrical, carpentry, painting/decorating, externals, gardening, drainage, packaging/storing and other duties relating to the upkeep of all College property.*

**General Duties**

- Ensure all machinery, equipment, tools and materials used for all maintenance tasks are kept under control, well maintained and securely stored.
- Assist in monitoring the operation and performance of the heating and ventilating systems of the College.
- Assist in collecting monthly utilities meter readings from all College buildings.
- Assist in fire evacuation drills as required – monitor and report on College firefighting equipment including fire and fire call point signage.
- Assist in College emergencies as and when required in a proactive and safe manner.
- Assist the monitoring and awareness of health and safety standards throughout the College.
• Be available for out of hours’ assistance and on-call emergencies as agreed with your line manager.
• The holder of this post will be required to assist other specialist maintenance technicians in support of their work of other disciplines, and will be required to undertake and support work tasks as allocated by the Lead Maintenance Technician or the team management. A flexible team based approach is therefore key to the role.

This job description may be amended from time to time without changing the essential characteristics of the post.

Qualifications and Training (essential)

A recognised and role appropriate Level 3 NVQ Diploma in Electrotechnical Services (Electrical Maintenance), or Level 3 NVQ Diploma in Installing Electrotechnical Systems & Equipment (Buildings, Structure and the Environment), or Level 3 NVQ Diploma in Electrical Installations (Buildings and Structures)
or
Demonstrable experience, skill and competency in electrical maintenance to include appropriate current or previous registration with an industry registration body e.g. NICEIC and
• Health and Safety Competency Certificates – or willingness to train.
• Remain qualified to current industry standards as pertinent for the role undertaken for the College, and be willing to attend further training as required.
• Possess a current full manual car driving licence without current disqualification.

Desired Skills and Abilities

• Wide range of general maintenance skills and competence.
• Wide range of electrical maintenance skills and competence to ensure all electrical systems are safe and in serviceable condition.
• Ability to work as part of a team.
• Good and friendly communicator.
• Ability to work under own initiative.
• Ability to meet agreed deadlines.
• Show reliability and trustworthiness at all times.
• Maintain an interest in keeping up to date with Industry Standards and advise the College as appropriate.
• Experience of working in a campus or site maintenance environment would be an advantage.
• Experience of responding to maintenance faults and allocating maintenance work to self and colleagues
• Current PASMA or equivalent scaffold tower certification would be an advantage

Remuneration
According to experience and qualifications, and as advertised or agreed at the date of appointment.
Currently University Grade 5 (£25,941 - £30,942 with discretionary range to £33,797) [@October 2020]