Maintenance Operative
Job Description

Job Title: Maintenance Operative – Electrical Bias
Department: Maintenance Department
Responsible to: Head of Buildings & Maintenance

Purpose of the Job:
The post holder is required to work as part of a team engaged in the upkeep and maintenance of the College estate.

They will have specific responsibility for assisting in the monitoring and maintenance of our electrical systems and promote a culture of safe working practices across the College.

Duties and Responsibilities:

General Duties:

- To ensure all work is carried out with due regard to the health and Safety at Work Act, the College Health & Safety Policy and all relevant current health and safety legislation.
- To undertake checks and testing in accordance with relevant legislation and keep appropriate records.
- To monitor and keep up to date the maintenance ticketing system. Working with the Electrician and Buildings Co-ordinator, ensure tickets are assigned the correct priority and that works are undertaken within the specified time frames.
- To ensure that relevant tickets, permits, and training required to fulfil duties are kept up to date and that the Head of Buildings and Maintenance is given sufficient notice of any required updates.
- To ensure that works areas under the post-holder’s responsibility are kept in a secure, clean, safe and tidy condition.
- To ensure all records relating to services and appliances are properly completed as required.
- To ensure that all working areas under the post-holder’s responsibility are kept in a secure, clean, safe and tidy condition.
- Working with other trades to perform routine maintenance as and when required. This may involve working at height and general manual handling.
• The post-holder will also be expected to carry out other minor works, alterations, refurbishments, and installations as required, including to assist other members of the team as and when required.

Specific Responsibilities:

• To ensure that all electrical work carried out within the College premises conforms to current regulatory requirements. Reporting any non-conformances for corrective action.

• To ensure that all equipment for which the post-holder has responsibility is securely stored and properly maintained.

• To liaise with contractors engaged to work on the College electrical circuits, services, plant, fixtures and fittings as required.

• To take responsibility for any nominated PPM work, particularly any with an electrical association, including but not limited to meter reading and emergency lighting testing

• To use powered hand tools and workshop machinery where individual qualifications and competencies permit.

• Take direction from the College Electrician as necessary.

• Undertake a range of electrical work working in a team or autonomously, adhering to quality standards and timescales as set by the Head of Buildings and Maintenance.

Maintenance Operatives will be expected to deal with emergencies on a call out basis for which an additional payment/time off in lieu will be made.

Hours of Work:
Hours of work for this position are 37.5 hours per week. The working pattern is currently Monday to Friday 8am-4pm, with a 15 minute mid-morning break and a 30 minute unpaid lunch break.