College Electrician / Electrician and Team Supervisor
Job Description

Department: Maintenance Department
Responsible to: Head of Buildings & Maintenance

Purpose of the role

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.

The Team Supervisor will be required to support the Head of Buildings & Maintenance and Buildings Co-ordinator in ensuring a productive, safe and efficient maintenance department.

Specific Responsibilities:

- The primary duty of the Electrician is to maintain in safe condition and good repair the electrical circuits, services, powered fixtures and fittings etc. throughout the College building stock.
- To ensure that all electrical work carried out within the College premises conforms to current regulatory requirements. Reporting any non-compliant work for corrective action.
- Plan, oversee and work on in house projects to upgrade electrical infrastructure.
- To ensure that all equipment requiring regular periodic inspection or calibration is recorded and up to date.
- To manage the Colleges programme of EICRs and ensure that any identified observations are actioned appropriately.
- To work with and as required, oversee electrical maintenance work, to ensure efficient and effective performance. Offer guidance and advice as needed.
- The post-holder will be expected to ensure that the electrical stores and plant/switch room areas are kept in a clean and tidy condition.
- To liaise as point of contact with contractors engaged to work on the College electrical circuits, services, plant, fixtures and fittings as required.
- To take responsibility for all nominated electrical PPM work.
- Advise and report as needed on electrical issues in College, including condition of wiring, effectiveness of lighting or suitability of equipment.
- Undertake ad hoc PAT testing.
Team Supervisor responsibilities:

- Supervise the start and end of shifts for the maintenance operative and trades, ensuring good time keeping.
- Assist with day to day contractor management.
- Assist with in-house projects and pricing materials and supervising the completion of projects.
- Supervise the department PPM plan ensuring it continues to evolve and is completed on time.
- Act as a point of contact for the department.
- Work with the buildings coordinator to ensure a safe department including, but not limited to, completing and reviewing audits, risk assessments and safe systems of work.
- Supervise the use of the College vehicles ensuring daily checks are completed and the vehicles are kept clean and fueled.
- Be the department champion for workplace organisation.
- Attend meetings as required.

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

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 work with, and advise, College Maintenance Operatives made available to assist in fulfilling duties.
- To monitor, and keep up to date, the maintenance ticketing system, assigning relevant tickets to yourself, or appropriately delegating to others. Working with the maintenance manager, 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 keep up to date and that the Head of Buildings and Maintenance is given sufficient notice of any required updates.
- To ensure college guidelines are followed before entering Student, Staff or Fellows rooms.
- Drive the College van; a current driving license is required for this.
- To work from height on ladders, steps, platforms and scaffolds as required.
- To ensure that low stock levels of general materials are reported to the Head of Buildings & Maintenance.
- To assist contractors and other trades as and when required and as directed.
- The post holder will be required at all times to carry a means of two-way communication when on duty.
• To ensure that 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 alone or with other trades to perform routine maintenance as and when required and as directed by the Head of Buildings and Maintenance. This may involve working at height, manual handling, removing rubbish and moving furniture.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the post holder and their line manager. The post holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

**Hours of Work**

Hours of work: currently Monday to Friday 8am-4pm with a 15 minute mid-morning break and a 30 minute unpaid lunch break.