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 Maintenance Supervisor 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 ladders, steps and scaffolds as required.
- To ensure that low stock levels of general materials are reported to the college electrician.
- 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 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 assisting 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 Maintenance Supervisor and/or 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.