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**Job Description**

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| **Job title:** | **Electrical Services Manager** |
| **Department/School:** | **Estates** |
| **Grade:** | **8** |
| **Location:** | **University of Bath estate** |

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| **Job purpose** |
| The post holder will head up the Electrical section which will comprise of Electrical Engineers, Electrical Supervisors and craft staff.  The post holder will devise and implement effective and cost efficient maintenance strategies for the University’s academic and residential properties, which will include both reactive and long term maintenance. |

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| **Source and nature of management provided** |
| Director of Projects and Estates Management |

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| **Staff management responsibility** |
| Electrical Section & Telephony |

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| **Special conditions** |
| Take part in on call rota |

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| **Main duties and responsibilities** | |
| **1** | Total responsibility for the safe operation and efficient maintenance of both High Voltage & Low Voltage electrical services, Fire & Intruder Alarms, Lifts, Telephony systems both on and off campus, by use of in-house labour or through contractors |
| **2** | Provide professional leadership to effectively manage the Electrical services section of the Department of Estates, including provision of professional and technical support to all electrical section staff where necessary |
| **3** | Engage, deploy and monitor external contractors/consultants used by the University to undertake work on its behalf |
| **4** | Work closely with the Energy section on reducing carbon emissions |
| **5** | Working closely with the Mechanical Services Manager, devise and implement cost effective maintenance strategies to cover a wide range of installations such as HV, LV, safety services (Fire Alarm, Emergency Lighting), lift’s, and generators, to comply with current statutory legislation |
| **6** | Review and where necessary revise the current planned maintenance programmes to ensure compliance with statutory requirements and best practice |
| **7** | Accountable for the Service Level Agreements with client departments |
| **8** | Manage contracts from inception to handover in a professional client focused manner, and in-line with the University’s financial regulations, this may include obtaining fee bids from consultants for externally managed schemes |
| **9** | Prepare and oversee the provision of contract documentation (specifications, drawings, BIM etc) for maintenance works |
| **10** | Act as senior line manager for all directly employed labour in electrical section with regards to H&S |
| **11** | Responsible for all training, and ensuring that all work carried out by direct or contract labour is in compliance with all Health & Safety requirements, this includes monitoring and reviewing of existing Health & Safety procedures, preparation of risk assessments and training needs |
| **12** | Responsible for recruitment and continuing professional development of staff and direct labour in electrical section |
| **13** | Undertake cost estimation and feasibility studies, either directly or via others. Prepare detailed management reports from such studies |
| **14** | Maintain a register of all electrical as-fixed drawings, operations manuals etc |
| **15** | Maintain an ‘Approved’ list of contractors for all electrical works, including performance assessment. Demonstrate best value through the tender process for routine works and term contracts. Ensure this list is reviewed and maintained regularly |
| **16** | Advise on proposals for electrical services for capital works and similar schemes. Assist in development of standard specifications for electrical services. Assist with, or project manage, any delegated works for such schemes |
| **17** | Ensure that all works are undertaken in line with all University and Department financial guidelines |
| In addition to University provided training and development, you will undertake sufficient personal and professional development as required, ensuring skills and knowledge are up to date so that the role is performed to the required level.  You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.  Some occasional travelling may be required, for example to other parts of the University of Bath estate or to meet with contractors | |

**Person Specification**

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| **Qualifications/ Training** | **Essential** | **Desirable** |
| HND Electrical Engineering | ✓ |  |
| IOSH Certificate | ✓ |  |
| 17th Edition IET Wiring Regulations | ✓ |  |
| HV Authorised Person |  | ✓ |
| Chartered Electrical Engineer |  | ✓ |

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| **Experience/Knowledge** | **Essential** | **Desirable** |
| Demonstrably high level of technical competence in relation to LV systems and safety | ✓ |  |
| Sound understanding and application of BS 7671 and related guidance notes and EAW Regulations | ✓ |  |
| Varied experience in similar technical environment used by public | ✓ |  |
| Understanding and knowledge of modern fire alarm, emergency lighting systems, IT, BMS, security systems, generators, UPS and lift installations | ✓ |  |
| High level of understanding regarding DALI protocols and installation methods | ✓ |  |
| HV appreciation/ understanding (11kV) |  | ✓ |
| Previous experience of working in the Higher Education sector |  | ✓ |

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| **Skills** | **Essential** | **Desirable** |
| Demonstrable experience of maintenance management for a wide property portfolio, either by use of direct labour or contractors. | ✓ |  |
| Sound understanding of property related Health and Safety legislation applicable to electrical services (i.e. CDM, COSHH, PUWER etc) | ✓ |  |
| Applied project management skills with proven experience of managing complex projects in similar environments.. | ✓ |  |
| Working knowledge and experience of using standard contracts (i.e. JCT) | ✓ |  |
| Able to effectively use Excel/Word/Access | ✓ |  |
| Able to use computer packages for design such as Amtech / Hevacomp and AutoCAD |  | ✓ |

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| **Aptitudes** | **Essential** | **Desirable** |
| Demonstrable skill in management and motivation of direct labour and use of contractors | ✓ |  |
| Understands and demonstrates excellent customer service | ✓ |  |
| Ability to work effectively with craft staff managers, specialist engineers and other professionals | ✓ |  |
| Self-motivated, able to set own priorities and deliver against them | ✓ |  |
| Communication skills, both written and oral in order to set goals, review progress and report | ✓ |  |
| Willingness to be flexible and adapt to changing priorities | ✓ |  |