

Job Description

Job title:	Multi-skilled Electrician
Department/School:	Estates
Grade:	6
Location:	University of Bath estate including residential, academic and sports areas on and off campus

Job purpose

The Maintenance Section provides maintenance services on a diverse range of building services, including LV electrical distribution equipment, General & Emergency Lighting, LV power, Fire Alarms, Motors, Pumps and Control Systems

The role of the Multi-skilled Electrician is to undertake both planned and reactive maintenance and repair tasks across the range of electrical building services, plant and equipment across the University estate and to be able to undertake sufficient mechanical work to enable them to undertake their electrical work effectively and in its entirety.

The post holder will also carry out local mechanical isolation and re-instatement in order to complete electrical maintenance works.

Source and nature of management provided

Maintenance Section Supervisor.

Staff management responsibility

None.

Career and Professional Development Activities

Post holders will be encouraged and supported to develop a wider knowledge of building services mechanical and electrical systems.

Special conditions

Hours of Work

36.5 hours per week to be worked Monday to Thursday 08:15hrs to 16:45hrs; Friday 08:15hrs to 15:45hrs. To suit operational requirements, you may be requested to work flexibly at any time between 7am and 7pm.

Working Environment

The postholder will be expected to work in areas at height, in cramped plant rooms, and areas where access is restricted. Work may be indoors or outdoors at all times of the year and across the University of Bath estate.

Call –Out

The postholder shall, as a contractual requirement, be a participant in the 24 hour call- out system.

This post is also identified as a “key worker” for periods of severe winter weather.

“Key workers” would be expected to attend the University wherever possible and are expected to stay until normal finishing time, unless advised otherwise.

Transport and Availability

The postholder shall be required to drive University vehicles as required as part of normal duties.

As a key worker the postholder shall:

- Have appropriate independent means of transport
- Live no further than one hour's journey time to the University

Work Wear

Craft staff and supervisors are required to wear free issue corporate work wear at all times as detailed in the conditions of issue.

Mobile Phones

The postholder shall be required to carry a mobile phone (supplied by the University) at all times while on University business.

Training and Development

The postholder shall participate in safety training, and other training and development activities as required by operational demands.

Main duties and responsibilities

1.	Maintenance and repair of the following systems including: <ul style="list-style-type: none">• LV Electrical Distribution Equipment• LV Circuit Wiring up to 400 volt• Containment Systems e.g. Conduit, Trunking, Tray etc.• MICC, SWA & Soft Skinned Cabling• Fire & Intruder Alarm Systems• Voice & Data Systems• Generators• Motors• Control Systems Where necessary: <ul style="list-style-type: none">• To carry out local mechanical isolation and re-instatement in order to safely complete electrical maintenance works.• Mechanical checks and fault finding.
2.	Programming lighting controls.
3.	BMS (Building Management System) system related work such as changing sensors, some understanding.
4.	Test, inspection and record keeping of own work.
5.	Carry out primarily reactive maintenance tasks, taking full responsibility for the location, investigation, troubleshooting, root cause analysis and repair of faults and tasks.
6.	Undertake small installation / alteration work as part of building refurbishment or change of use if required.

7.	Demonstrate excellent customer service at all times including keeping the task initiator or customer updated on progress whether they be students, staff or contractors.
8.	Accept and respond to works instructions given verbally, via PC, Smart phones, tablets or printed work orders.
9.	Complete job / work records and complete "Work Status Cards" via smart phones, tablets, email or printed work orders.
10.	Arrange follow on collaboration with other trades or supervisors as required.
11.	Provide information as requested for risk registers, condition surveys and databases.
12.	Escalate issues found during maintenance requiring capital investment, e.g. replacement items following repeat maintenance visits.
13.	Maintain the health and safety of self and others at all times by adhering to Health and Safety legislation and the University's Health and Safety Policy and additional safe working practices outlined in the Departmental Safety Handbook.
14.	Immediately report any concerns that they may have over any unsafe equipment or practices or locations.
15.	Qualified trade staff are expected to support apprentices in a trainer/ mentor role.
16.	You will, from time-to-time, be required to undertake other duties of a similar nature as reasonably required by your line manager.
17.	You are required to follow all relevant legislation, University policies and procedures at all times and take account of University guidance.

Person Specification

Qualifications/ Training	Essential	Desirable
To have served a recognised City & Guilds or NVQ 3 apprenticeship in Electrical Engineering Maintenance or an appropriate engineering discipline or related subject.	✓	
18 th Edition IET Wiring Regulations.	✓	
City & Guilds 2391 Inspection & Testing.	✓	
City and Guilds Level 1 Diploma or NVQ Level 1 Certificate in Plumbing, Heating, and Ventilation.		✓
IOSH Certificate.		✓
PASMA licenced.		✓
IPAF Licenced		✓
JIB ECS card		✓

Experience/Knowledge	Essential	Desirable
Demonstrable post training experience in the maintenance, repair, installation and fitting of the systems referred to in the job description.	✓	
Experience of working on a variety of installations, appliances and equipment.	✓	
Understanding of Statutory testing of Fire Alarms, Emergency Lighting, Fixed Wiring.	✓	
Able to use a personal computer, Smart phone and tablet.	✓	
To have a working knowledge of motors, pumps and air extract systems.		✓
Demonstrable understanding of BMS systems.		✓
Experience of working in a building services or similar environment.		✓

Skills	Essential	Desirable
To be adept at fault finding on building services plant equipment and systems.	✓	
Clearly describe and communicate situations that require remedial actions by others.	✓	

Attributes	Essential	Desirable
Self-motivated, able to work on own initiative and largely unsupervised.	✓	
A good communicator and motivator with a customer service focus.	✓	
Ability to work as part of a team.	✓	
Ability to work effectively with staff, colleagues, craft staff managers, specialist engineers and other professionals across disciplines and able to demonstrate excellent customer service at all times.	✓	
Willingness to be flexible and adapt to changing priorities.	✓	
Ability to undertake safety training and other training and development activities including keeping qualifications up to date.	✓	

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

Managing self and personal skills:

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

Delivering excellent service:

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

Finding innovative solutions:

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

Embracing change:

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

Using resources:

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.