

JOB DESCRIPTION

Job Title:	Apprentice Electrician
Department:	Works
Reports to:	Senior Electrical Engineer

Purpose of role

Working as part of a team, to assist in reactive and planned maintenance encompassing industrial, commercial and domestic electrical work, including lighting control systems, data networking, CCTV and boiler plant control system operated within the College. To maintain, repair and install such systems to a high standard within appropriate industry standards, using approved and sympathetic methods suitable for both historic and modern buildings.

Key accountabilities

- To undertake daily reactive and planned maintenance tasks.
- Assist with installation of data networking installation to the appropriate standards (including installation of cables and their final termination and certification).
- Assist with repair and maintenance of items of equipment and plant which may include, but is not limited to, emergency lighting systems, motors, pumps, MCCBs with smart monitoring integration and their associated cabling and infrastructure/containment including steel conduit, steel tray and trunking to contain or support MICC, SWA, and general PVC or fire rated cables. Maintenance of general lighting systems operated by intelligent control systems along with general repair of emergency lighting systems. This may involve the stripping and complete rebuild of fittings and or gear trays etc. such that they are suitable to re-enter service as and when required.
- Assist with the installation, and repairs of plant and cabling in both 230v single phase and 400v three phase, and their associated control systems, which may include BMS and other intelligent systems, utilising both data network and BUS infrastructure, as appropriate.
- Assist with installation of temporary event supplies both three phase and single phase along with the appropriate industry certification and completion documentation.

PERSON SPECIFICATION

Criteria	Description
Experience	No prior experience required but evidence of interest in electrical work, hobbies etc. would be helpful
Skills	<p>Be able to work to a high practical standard.</p> <p>Methodical approach to work.</p> <p>A thorough understanding of safety rules and regulations.</p> <p>Ability to pay close attention to detail.</p> <p>Good practical skills to work with hand and power tools.</p> <p>Ability to follow technical drawings and instructions.</p> <p>Ability to work at height and in confined spaces.</p> <p>Commitment to keep up to date with industry developments.</p> <p>Ability to work unsupervised and as part of a team.</p> <p>Normal colour vision.</p> <p>Ability to use oral, written, and electronic methods for the communication of technical and other information.</p> <p>Self-motivated, keen to learn, with a disciplined approach to tasks.</p> <p>Excellent communication and interpersonal skills.</p> <p>Ability to think ahead, managing tasks effectively and efficiently.</p> <p>Flexible and positive.</p> <p>Be able to work as part of a team in such a way that maintains a good working atmosphere, supporting the team as a whole to deliver an effective service.</p> <p>Be able to support and work as part of a team in emergencies, operating under pressure.</p>
Qualifications	<p>Maths GCSE Grade 4</p> <p>English GCSE Grade 4</p>
Additional requirements	<p>The work includes climbing staircases in old buildings, accessing awkward areas, carrying/transporting loads, use of ladders, MEWPs, scaffolding, and walking round large areas of the College.</p> <p>The post holder may spend periods outside in inclement weather. A uniform is provided which includes PPE.</p> <p>Ability to use College Cycle (provided) to transport themselves and tools around College and its surrounding sites.</p>

EMPLOYMENT DETAILS

Rate of Pay:	£17,000 per annum
Hours:	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
Holiday:	25 working days plus 8 public holidays (pro rata for part -time post holders).
Meals:	Free lunch is provided for staff whose duties cover this period.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides health care currently through membership of Aviva. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, up to a maximum value of £6,000.