

## **JOB DESCRIPTION**

**Job Title:** JIB (or equivalent) approved electrician

**Department:** Works (Electrical)

**Reports to:** Senior Electrical Engineer

### **Purpose of role:**

To provide a skilled responsive, proactive and effective maintenance service to the College, working as part of its electrical team within the wider maintenance department, working in a skilled and respectful manner, as is befitting by a member of the Trinity College maintenance team. Complete daily reactive and planned maintenance that encompass all aspects of industrial, commercial and domestic electrical work, in addition to 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 and to the appropriate industry standards, using approved and sympathetic methods suitable for both historic and modern buildings.

### **Key Accountabilities**

- Complete daily reactive and planned maintenance tasks, taking instruction from and reporting to the line manager current work / job progress and status.
- Use with confidence and to a high standard any such Electrical and IT test equipment that may be required for testing, verifying, certifying and signing off works undertaken and record your findings to the line manager and or Help Desk, including detailed updates relating to task status / progress/faults, issues or concerns.
- Work alongside other trades to facilitate a timely appropriately engineered and cost effective outcome to tasks issued.
- Complete certification of works undertaken and complete appropriate documents to show that the works have been completed to meet the relevant standards, ensuring work is completed to all appropriate current industry standards, codes of practice and statutory standards, which include but are not limited to the current IET wiring regulations and in line with any particular College specification / standards or specification in line with its historical building status.
- Identify and complete cable repairs, including underground armoured and MICC, LV BUS control and data cables.
- Undertake the installation of data networking installations to the appropriate standards. This would include the installation of cables and their final termination and certification.

- Repair and maintain items of equipment and plant, this may include but is not limited to emergency lighting systems and 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. Install and repair as appropriate plant and cabling for intelligent lighting control systems to fault find and provide solutions.
- Install temporary event supplies both three phase and single phase along with the appropriate sign off and completion documentation.
- Complete risk assessments to ensure safe systems of work.
- Erect scaffold towers systems, operating MEWP's and accessing confined spaces to complete works.
- Undertake regular training both on and off the job. This may include but will not be limited to health and safety, industry standards and regulations and new system training.
- Respond to emergency call-outs outside normal working hours as and when required.
- Observe contractors on site regardless of discipline to look after the College's interests, reporting or escalating any concerns or issues that come to light to management.

The College reserves the right to make reasonable changes to the duties and requirements in the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

**PERSON SPECIFICATION**

<b>Criteria</b>	<b>Description</b>
<b>Experience</b>	<p>Extensive knowledge of new and legacy electrical installations including industrial, commercial, domestic, control and monitoring electrical systems as well as but not limited to IT data networks and CCTV</p> <p>Be proficient working on installations using and understanding specifications and drawings.</p>
<b>Skills</b>	<p>Self-motivated and have a disciplined approach to tasks and have a track record of completing tasks cost effectively and efficiently.</p> <p>Be able to work to a high practical standard utilising diagnostic equipment, hand-tools and test equipment.</p> <p>Be able to work unsupervised or as part of a team in such a way that provides a good working atmosphere that supports the team as a whole to deliver an effective service using excellent practical and technical skill sets in a responsible and respectful manner.</p> <p>Be able to operate under pressure at times of crisis and emergency, ensuring the best course of action is taken to deliver an appropriate and safe conclusion.</p>
<b>Qualifications</b>	<p>JIB approved grade electrician (or equivalent) Level 3 NVQ in Electrotechnical Services (Electrical Installation – Buildings and Structures) or level 3 NVQ Diploma in Installing Electrotechnical systems and equipment (buildings, structures and the environment).</p> <p>JIB Approved electrical qualifications (such as C&amp;G 2360 Electrical Installation Theory and Practice Part 2 or level 3 or approved equivalent)</p> <p>Must demonstrate competence in electrical inspection and testing</p> <p>BS7671 qualified to current version (preferred) IPAF certified (preferred)</p>
<b>Additional requirements</b>	<p>Out of hours support during evenings and weekends.</p> <p>The work includes climbing staircases, accessing awkward areas and walking/cycling between areas across the extensive site. The job holder must be comfortable working at height and should be able to use a cycle (provided) to transport themselves and tools around College and its surrounding sites.</p>

## EMPLOYMENT DETAILS

<b>Rate of Pay:</b>	£33,544 per annum
<b>Hours:</b>	39 hours per week, 0800 to 1700 Monday to Thursday, 0800 to 1600 Friday with an unpaid hour for lunch
<b>Holiday:</b>	25 working days plus 8 public holidays.
<b>Probationary period:</b>	6 months.
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period when working in College.
<b>Pension Scheme:</b>	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.
<b>Private Health Care:</b>	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility.
<b>Employee Assistance</b>	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.
<b>Cycle to work Scheme</b>	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. Staff are able to access this benefit after successful completion of their probationary period.
<b>Gym:</b>	Membership of the College gym is available for a modest fee. Inductions are compulsory.
<b>Sports &amp; Social Club:</b>	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
<b>Access to College:</b>	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.