

## JOB DESCRIPTION

**Job Title:** Portable Appliance Tester

**Department:** Works Department

### Background

Trinity College is the largest of the Colleges of Cambridge University, with some 650 undergraduates, 350 postgraduates and 172 Fellows (the senior members of the College), plus some 350 staff. The College is a very diverse community, with about a fifth of its undergraduates and half of its post-graduates coming from overseas.

### Department Background

Trinity College has a team of Electricians, Plumbers, Builders, Decorators and Carpenters, supported by General Maintenance Handy Persons to provide maintenance and support for the services and upkeep of the buildings on an extensive site in the centre of Cambridge.

**Reports to:** Electrical Supervisor

**Purpose of role:** The Portable Appliance Tester will carry out portable appliance testing of all College-Owned equipment throughout the College. They will also carry out minor maintenance tasks, including emergency lighting tests, report faults/problems verbally and/or in writing and assist others in their duties as directed by the Electrical Supervisor/Clerk of Works.

### Main Responsibilities:

- To test portable appliance to the current standards with the Health and Safety at Work Act and the Electricity at Work Act.
- To carry out minor repairs to portable electrical appliance to conform to manufacturers specifications and current regulations.
- To keep accurate records both written and digitalised, to conform to relevant regulations.
- To carry out visual and electrical tests of a minor nature to fixed electrical installation as directed by the supervisor(s).
- To clean fans, light fittings and service simple mechanical and electrical equipment as necessary or as directed.
- Assist tradesmen to carry out various jobs/task from time to time as directed.
- Check and replace lamps as necessary or as directed.

## Works Department

Trinity College, Cambridge



- To cover/stand-in for other members of staff who may be on holiday or sickness as directed.
- To attend courses and lectures as directed by the Clerk of Works, relevant to the trade including Health and Safety where applicable;
- Such other duties as may be required from time to time.

The list is not expected to be a complete job analysis due to the varied nature of the work required. The Portable Appliance Tester may have to do other jobs from time to time as directed by the supervisor or Clerk of Works, which are within their capabilities.

Overtime may also be required to be work to ensure that all jobs/tasks are complete each day or week.

## PERSON SPECIFICATION

### Knowledge and Experience

Candidates should have experience in maintenance duties with an electrical bias, and be confident and competent in the use of test equipment. They will be qualified to undertake portable appliance testing and hold an industry recognised PAT testing qualification. They must be willing to undertake further training as required in order to remain up-to-date with current legislation and practice. Candidates should be adaptable, able to use their own initiative within set parameters, and be able to respond to emergencies.

### Skills and Personal Attributes

- Candidates should be adaptable, able to use their own initiative within set parameters, and be able to respond to emergencies.
- Being comfortable working on your own but also part of a team.
- Good communication and interpersonal relations.
- Being comfortable working at height.
- A positive attitude and ability to work in a methodical manner.
- Be punctual.
- Well presented.
- Ability to work flexibly.
- Able to use College Cycle (provided) to transport themselves and tools around College and its surrounding sites.
- Driving licence desirable but not essential.

### Health and Safety

All staff to show a responsible attitude towards their own, their colleagues and any other persons that may be affected by their actions in relation to Health and Safety. Observing rules, regulations or instructions given by Superiors. They must be prepared to undertake any training provided in relation to Health and Safety or which is identified as necessary in relation to their work.

### Additional Information

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

## Employment Details

<b>Rate of Pay:</b>	Up to £25,000 per annum.
<b>Hours:</b>	39 hours per week. Mon-Thurs 8am-5pm Fri 8am-4pm.
<b>Holiday:</b>	25 working days plus 8 public holidays (pro rata for part -time post holders).
<b>Meals:</b>	Free lunch is provided for staff whose duties cover this period.
<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>	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.
<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, offer regular outings to places of interest, and organises functions including a Christmas event.