Portable Appliance Tester

Background to the post:

Trinity College has a Senior Electrician and three qualified electricians who are responsible for the electrical equipment, services and supply to its buildings. The Portable Appliance Tester provides a supporting role within the team. The person appointed to this post will join a team of approximately 28 workers in the Works Department providing maintenance and support for the services and upkeep of the buildings on an extensive site in the centre of Cambridge. The team consists of electricians, carpenters, plumbers, painters and general handyperson all responding to the direction of the Clerk of Works

Responsible College Officer:

The Junior Bursar

Responsible to:

The Senior Electrician and through to the Clerk of Works

Duties:

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.

1. To test portable appliance to the current standards with the Health and Safety at Work Act and the Electricity at Work Act;

2. To carry out minor repairs to portable electrical appliance to conform to manufacturers specifications and current regulations;

3. To keep accurate records both written and digitalised, to conform to relevant regulations;

4. To carry out visual and electrical tests of a minor nature to fixed electrical installation as directed by the supervisor(s);

5. To clean fans, light fittings and service simple mechanical and electrical equipment as necessary or as directed;

6. Assist tradesmen to carry out various jobs/task from time to time as directed;

7. Check and replace lamps as necessary or as directed;
8. To cover/stand-in for other members of staff who may be on holiday or sickness as directed.

9. To attend courses and lectures as directed by the Clerk of Works, relevant to the trade including Health and Safety where applicable;

10. 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.

Knowledge and skills required:

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.

Other information:

The standard working hours are 39 per week. Lunches are provided when on duty.

Salary:

£20,590 per annum plus additional benefits

February 2021