

Job Description

Electrical Maintenance Manager

Salary:	Grade 7
Contract:	Full time ,ongoing
Location:	Canterbury Campus; with requirement to work across campuses
Responsible to:	Head of Maintenance
Responsible for:	Electrical team comprising electricians and maintenance assistants
Job family:	Technical

Job purpose

Provide a complete electrical delivery service for both planned and reactive maintenance across both Canterbury and Medway campuses. Ensure adequate planning of work in order to meet customer expectations and SLAs/KPIs in accordance with Estates and University Governance.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- To take responsibility for all matters in relation to the full spectrum of electrical maintenance. This will involve issuing of permits to work and accept the appointment of Authorised Person.
- Provide guidance and direction to the electrical maintenance team.
- Ensure statutory and regulatory compliance in relation to the University's physical estate and engineering assets to avoid significant legal and financial costs and health and safety implications.
- Maintaining the electrical PPM system to meet changing technologies and ensuring all statutory PPM is compliant and in line with the CAFM system PPM schedule for the electrical trade group including the supply chain.
- Ensure all reactive work is being controlled through the trade team and Service Level Agreements are being met. Equally, ensure all rechargeable work are being dealt with in a timely manner to suit the University customers.
- Take responsibility for compliance with Procurement and Financial regulations and budgets. Ensure maintenance contracts are in place for key service areas and have been procured in consultation with procurement.
- Maintain records, ensure statutory inspections are being programmed. Undertake and be considered as the subject matter expert and work collaboratively with colleagues.
- Demonstrate active stakeholder management in order to ensure customer satisfaction in the delivery of maintenance and stores services.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- The post holder will be required to think with broad approaches within their specialist area and are likely to encounter complex and challenging operational problems. They will need to take into account legislation and environmental issues when making decisions and apply their experience and knowledge, taking a creative approach, in order to devise solutions to issues/problems. They will be a key

professional FM/technical expert for the Estates Department on all matters electrical including policy formulation and application within the maintenance environment.

- Decisions made within this role will either impact upon significant sections of the campus and its associated areas or will impact University wide. Making sound decisions will reduce the potential for high levels of impact, both financially and on the health and safety of those within the University. You will be expected to work closely with colleagues in the Estates Department especially Technical Support.
- The post holder will need to keep abreast of technological and best practice development within the long term maintenance programme and general maintenance strategies.
- Managing a large ageing estate and systems will present many challenges

Facts & figures

The electrical maintenance section has a maintenance budget which is currently around £1.2m in total. There are also additional budgets for LTM that will be approved on an ad-hoc basis

Internal & external relationships

Internal: Directors of Divisions, Heads of Schools and Departments, Academic and Professional Services Departments, Kent Union, Finance Department, other Estates Department sections

External: : Contractors and professional design and management consultants, other stakeholders, statutory authorities

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Repetitive limb movements
- Potential exposure to asbestos or other dusts
- Vocational driving on & off campus (includes use of cars, vans, ride-on mowers, buggies)
- Working in isolation
- Regular use of Screen Display Equipment
- Working in Confined Spaces
- Working at Height

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- HNC/HND or ONC in Electrical Engineering or equivalent significant industrial experience (A)
- Demonstrable ability in the use of databases and Microsoft Office products and ability to adapt/transfer skills to use new technology (A)
- Experience and competency of Computer Aided Facilities Management (CAFM) software packages (I)

- Experience and relevant technical knowledge of electrical building services and facilities management their technologies and their impact on the work environment in a complex technical environment (A,I)
- Detailed knowledge of statutory health & safety and built environment legislation and how to ensure compliance across a diverse portfolio (A,I)
- A sound knowledge of best practice in the technical Hard FM environment with experience of developing maintenance processes (A,I,T)
- Demonstrable experience of preparing and presenting technical and financial reports with options appraisal and recommendations (A,I)
- Proven management and leadership skills and ability to evaluate performance and motivate and manage a team (A,I)
- Experience of setting, managing and controlling maintenance budgets (A,I)
- High level stakeholder management, communication and presentation skills (A,I)
- Willing and available to be part of an on-call rota to respond to emergencies and issues outside normal working hours (I)
- student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day-to-day work of the role (I)

(following two criteria should appear last on all profiles)

- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (I)

Desirable Criteria:

- An accredited HSE qualification (IOSH Managing Safely or equivalent) (A)
- Chartered Engineer or FM professional with Corporate member of a relevant Institution e.g. the Chartered Institute of Building Services Engineers, the Institute of Engineering and Technology, British Institute of Facilities Management (A)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage