

Job Description

Approved Electrician

Salary:	Grade 6
Contract:	Full time, Ongoing
Location:	Canterbury/Medway Campus
Responsible to:	Electrical Maintenance Manager
Job family:	Professional and managerial

Job purpose

Provide a Planned (PPM) and Reactive maintenance service to all stakeholders at the University, for all electrical work in accordance with the Estates Department Governance, KPIs and Service Level Agreements. Work will be generated and sent to a mobile device; this work can be completed through this device that in turn will feed back into the CAFM system.

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.

- Complete all PPM and reactive work assigned in accordance with the processes required to meet appropriate deadlines, KPIs and SLAs
- Provide feedback on work related issues when work cannot be completed, this may be where remedial action is required following a PPM inspection
- Work with colleagues in CSE with a flexible approach to ensure end users and students receive a first in class service provision
- Work with other trade colleagues when required for certain works that require a team approach
- Be part of an On-Call out of hours team working one week in four generally

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.

- Capable of working without supervision is key to this role
- Being able to prioritise workloads based on SLAs and statutory inspections
- Providing sufficient and detailed feedback when follow up work is required as well as the requirement for new parts that may be needed

Facts & figures

The maintenance budget for all trades is around £3+ M per annum, there are currently around 40 trade operatives of which there are 8 electricians.

Internal & external relationships

Internal: Working with CSE colleagues as well as students and building users

External: Assisting contractors from time to time in isolating supplies

Health, safety & wellbeing considerations

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

- Regular use of Screen Display Equipment
- Repetitive limb movements
- Potential exposure to asbestos or other dusts
- Working in confined spaces
- Working at heights
- Vocational driving on & off campus (includes use of cars, vans, ride-on mowers, buggies)
- Working in isolation
- There may be a requirement to work evenings and weekends
- Ability to occasionally travel in a timely and efficient manner between campuses

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:

- City & Guilds or equivalent in an electrical engineering discipline (A, I)
- Hold BS7671 qualification including testing for the latest edition of the regulations (A)
- Worked in a similar environment with a mix of PPM and reactive work (A ,I)
- Ability to fault find electrical faults and rectify (I)
- Ability to remain calm under pressure and provide excellent customer service (I)
- Must be able to take part in the on-call rota out of hours system (A, I)
- Hold a full driving licence to drive University vehicles and transport tools and live within one hour travelling time of Canterbury campus for the purpose of responding to on-call(A,I)
- 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:

- ONC or equivalent in an engineering discipline (A)
- Understanding of statutory regulations such as Fire systems and emergency lighting (I)

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