**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Electrician</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Estates</td>
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<tr>
<td>Job type</td>
<td>Maintenance Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>5</td>
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<td>Accountable to:</td>
<td>Quality and Performance Manager</td>
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</table>

**Purpose of the Post**
To identify and carry out electrical maintenance, installation and testing works within the College.

**Key Tasks**

a) To perform electrical maintenance duties, e.g. install additional sockets and lighting, repair and maintain the existing electrical services throughout the various sites of the College, including incidental/minor repairs and replacements of emergency lighting.

b) To advise, as necessary, the electrical work requirements to overcome problems and potential problems. The ability to foresee the possible additional supply requirements needed for the College’s overall flexibility.

c) Complete electrical fault finding and testing as required

d) Use the Trend Building Management system to interrogate faults and alarms and to control plant as required

e) Complete project or minor works electrical installations coordinating with other trades as required

f) Understand the needs for maintenance and be able to follow written instructions for the performance maintenance tasks.

g) To undertake other trade repairs as necessary, directed by the management team to ensure that the planned emergency and routine maintenance programme is attained.
h) To be willing to work out of hours on special functions or occasions e.g. Summer Ball, Graduation, etc.

i) To join the out-of-hours “emergency call out” system as and when required

j) To carry out Fixed Wire and Portable Appliance Testing as required

k) To carry out inspection and testing/reporting on building installations.

l) To carry out periodic meter reading for all utilities if required to do so by the Maintenance Operations Manager.

m) To undertake all training necessary for the proper performance of the duties of the post

n) Work the departmental operational patterns as issued annually by the Maintenance Operations Coordinators

o) Communicate with staff, students and visitors to the College in a courteous, helpful and professional manner at all times

p) Work in accordance with College and departmental health and safety and other operational procedures

q) Use a Hand held and Personal Computers to gain access to operational and personal information and instruction

r) To complete task based Risk Assessments, Method Statements and Permits to Work

s) Any other duties which may be reasonably required from time to time commensurate with the grade and post.

t) As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.