ROYAL HOLLOWAY
University of London

JOB DESCRIPTION

DEPARTMENT: ESTATES
DIVISION: MAINTENANCE SERVICES
ROLE TITLE: ELECTRICIAN
ESTABLISHED GRADE: GRADE 5
ROLE HOLDER: 
RESPONSIBLE TO: Quality & Performance Manager
RESPONSIBLE FOR: N/A

MAIN PURPOSE OF THE ROLE
To identify and carry out electrical maintenance, installation and testing works within the College.

MAIN DUTIES AND RESPONSIBILITIES

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.
b) To advise, as necessary, the electrical work requirements to resolve both current and long standing maintenance items.
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 their Line Manager to ensure that the planned emergency and routine maintenance programme is completed.
h) To be willing to work out of hours on special functions or occasions e.g. Summer Ball, Graduation, etc.
i) To consider participating in the out-of-hours “emergency call out” system.
j) To carry out inspection and testing/reporting on building installations.

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

l) Work the departmental operational patterns as issued annually

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

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

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

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

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