



JOB DESCRIPTION

Job Title:	Electrician
Department / Unit:	Maintenance Services
Grade:	RHUL 5
Accountable to:	Quality and Performance Manager
Purpose of the Post	
To identify and carry out electrical maintenance, installation and testing works within the College.	
Key Tasks	
<p>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</p> <p>To advise, as necessary, the electrical work requirements to resolve both current and long standing maintenance items</p> <p>Complete electrical fault finding and testing as required</p> <p>Use the Trend Building Management system to interrogate faults and alarms and to control plant as required</p> <p>Complete project or minor works electrical installations coordinating with other trades as required</p> <p>Understand the needs for maintenance and be able to follow written instructions for the performance maintenance tasks.</p> <p>To undertake other trade repairs as necessary, directed by their Line Manager to ensure that the planned emergency and routine maintenance programme is completed.</p> <p>To be willing to work out of hours on special functions or occasions e.g. Summer Ball, Graduation, etc.</p> <p>To consider participating in the out-of-hours "emergency call out" system</p> <p>To carry out inspection and testing/reporting on building installations.</p> <p>To undertake all training necessary for the proper performance of the duties of the post</p>	

Work the departmental operational patterns as issued annually

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

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

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

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

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

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.