



## JOB DESCRIPTION

<b>Job Title:</b>	Electrician
<b>Department / Unit:</b>	Estates (Maintenance Services)
<b>Job type</b>	Professional Services
<b>Grade:</b>	5
<b>Accountable to:</b>	Maintenance Controller
<b>Accountable for:</b>	Not Applicable
<b>Purpose of the Post</b>	
To carry out electrical maintenance and installation across the College estate.	
<b>Key Tasks</b>	
<b>Main Duties &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>a) To perform electrical maintenance tasks including reactive, planned and proactive jobs</li> <li>b) Complete minor electrical installations coordinating with other trades as needed</li> <li>c) Understand the need for maintenance and be able to follow written instructions for the planned maintenance tasks</li> <li>d) To be willing to work the operational shift pattern and out of hours on special functions or busy periods e.g. Start of Term Summer Ball, Graduation, etc.</li> <li>e) The opportunity to join the optional out-of-hours emergency call out rota</li> <li>f) To undertake all training as required for the role</li> <li>g) Communicate with staff, students and visitors to the College in a courteous, helpful and professional manner at all times</li> <li>h) Follow College and departmental health &amp; safety and operational policies and procedures</li> <li>i) Use an android tablet to record daily work progress, request annual leave and receive College wide updates</li> <li>j) To complete task based Risk Assessments and Method Statements</li> </ul>	

- k) 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.