

## JOB DESCRIPTION

<b>Job Title:</b>	Electrician
<b>Department / Unit:</b>	Estates
<b>Job type</b>	Full Time, Permanent
<b>Grade:</b>	5
<b>Accountable to:</b>	Maintenance Controller
<b>Accountable for:</b>	
<b>Purpose of the Post</b>	
To carry out electrical maintenance and installation across the College estate	
<b>Key Tasks</b>	
<ul style="list-style-type: none"> <li>To perform electrical maintenance tasks including reactive, planned &amp; proactive jobs</li> <li>Complete minor electrical installations coordinating with other trades as needed</li> <li>Understand the need for maintenance and be able to follow written instructions for the planned maintenance tasks</li> </ul>	
<ul style="list-style-type: none"> <li>Communicate with staff, students and visitors to the College in a courteous, helpful and professional manner at all times</li> <li>Use an android tablet to record daily work progress, request annual leave and receive College wide updates</li> </ul>	
<ul style="list-style-type: none"> <li>Follow College and departmental health &amp; safety and operational policies and procedures</li> <li>To complete task based Risk Assessments and Method Statements</li> <li>To undertake all training as required for the role</li> </ul>	
<ul style="list-style-type: none"> <li>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>The opportunity to join the optional out-of-hours emergency call out rota</li> </ul>	
<b>Other Duties</b>	
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.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

- Students
- Contractors
- Academics
- Security and Catering staff
- Reception teams
- Commercial Services colleagues
- Members of the public