

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, 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.