

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Job Title:</b>	Senior Electrician
<b>Job Ref No:</b>	REQ000170
<b>Contract type:</b>	Permanent
<b>Hours per week:</b>	Full Time – 40 hours per week
<b>Term-time only:</b>	No
<b>T&amp;Cs:</b>	Business Support
<b>Band :</b>	F
<b>Salary:</b>	£30,106 per annum
<b>Location:</b>	South & City College Birmingham*
	*Post-holders can be required to work at any College Centre
<b>Responsible to:</b>	<b>Director of Estates</b>

### **Aims of Job/Job Purpose**

To be responsible for the operation and maintenance of the electrical services provided to and distributed through college buildings and for the supervision of college electricians.

### **Key Accountabilities and Responsibilities**

Whilst the role requires a flexible and responsive service, the expectations, in the first instance, are that you will be expected to:

- Supervise all college electricians and when required electrical installations works undertaken by external contractors.
- Attend and carry out effective repairs to electrical distribution faults when reported.
- Attend and carry out effective repairs to electrical equipment, plant and machinery when reported.
- Working closely with the portable appliance operative, ensuring any remedial repairs are followed up and carried out effectively
- Carry out planned preventative maintenance on electrical items as directed.
- Liaise with external contractors.
- Carry out electrical scheme installations, works and appliance testing.
- Carry out inspection and testing of electrical installations.
- Report health and safety hazards to the Director of Estates, Facilities Manager, Estates Support Manager, Faculty Head, Senior Manager, Duty Manager and/or Health and Safety Manager.
- Work closely with other members of the Estates Team and IT Support in identifying any likely concerns related to electrical safety.
- Requisition any necessary consumable electrical items and spare parts obtaining the required authorisation to purchase.
- Assist the Director of Estates in organising and maintaining the portable appliance register.
- To lead in the review and draft contracts for electrical supplies for the College.
- To provide regular progress reports on all electrical installations activity, practices and progress against action plans.
- Undertake any other duties commensurate with the nature and grade of the post.

## Other Duties and Responsibilities

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with college policies, procedures, and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

## PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
To be a fully qualified electrician with City & Guilds 2394 & 2395 Certificates	✓		Application Form/Interview/Assessment
To be registered with the NICEIC or equivalent for a minimum of 5 years post qualification	✓		Application Form/Interview/Assessment
Experience of supervising or managing a small team of electricians	✓		Application Form/Interview/Assessment
Demonstrate administrative and organisational skills	✓		Application Form/Interview/Assessment
Be able to use IT to support your work	✓		Application Form/Interview/Assessment
Extensive experience in electrical building services including maintenance, fault finding and appliance testing	✓		Application Form/Interview/Assessment
Experience of working within a team	✓		Application Form/Interview
Demonstrable communication skills , liaising effectively with a range of external agencies	✓		Application Form/Interview
Demonstrable numeracy and literacy skills to Level 2	✓		Application Form/Interview/Assessment
Demonstrable record of working flexibly and using own initiative	✓		Application Form/Interview
Be able to follow instructions accurately	✓		Application Form/Interview
Experience of working to pressure and tight deadlines	✓		Application Form/Interview
Demonstrable record of achievement against objectives and targets	✓		Application Form/Interview