



# Corpus Christi College Cambridge

## Job Description

<b><u>Job Title:</u></b>	<b>College Electrician</b>
<b><u>Department</u></b>	<b>Maintenance</b>
<b><u>Responsible to:</u></b>	<b>Maintenance Manager(s)</b>

**Purpose of Job:** To carry out electrical works on a wide range of installations both current and 30+ years of age, producing high quality finish at all times and to carry out the duties and responsibilities of the post as determined by the Maintenance Manager and Director of Operations and in compliance with College policies and current health and safety practices. The post holder will be responsible for the effective delivery of the College maintenance function, working as part of a team and on their own initiative. You will Guide and Mentor the Electrical apprentice, currently in their third year of a four-year course.

### **Duties and responsibilities:**

#### **1. Key Responsibilities**

- Undertake routine electrical and general maintenance of College buildings ensuring they're safe and compliant.
- Ensure that all work is carried out in accordance with Health and Safety legislation/environment standards, and current IEE regulations.
- Assemble, install, test, and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools, power tools and testing equipment.
- Inspect electrical systems, equipment, and components to identify hazards, defects/faults, and the need for adjustment or repair, and to ensure compliance with codes.
- Carry out electrical works/projects and maintain accurate record of work undertaken.
- To manage the colleges programme of EICRs and ensure that any identified observations are actioned appropriately.
- To prioritise work to be done and to work with only partial supervision. This would include supervision and training of the Electrical apprentice.
- To maintain personal tools and equipment ensuring they are securely stored and properly maintained and assist with the maintenance of the inventory of tools and equipment including calibration of test equipment where required.
- To report all unsafe items of plant and equipment to the Maintenance Manager.
- To assist other Maintenance Department tradesmen as required and where necessary report any problems requiring attention.
- To undertake training as required to perform duties within the role, including health and safety courses.

- To undertake and assist in any other tasks as instructed by the Maintenance Manager and Director of Operations.
- To undertake ad hoc PAT Testing and fixed wire testing (EIC/minor works certificates)
- To be prepared to assist in night-time and weekend call-out procedures.

## **2. General Duties**

- To monitor and keep up to date with the maintenance ticketing system and assign relevant tickets to yourself.
- To ensure that low stock levels of general materials are reported to the Maintenance Manager and Director of Operations.
- To work from Ladders, steps, platforms and scaffolds as required.
- To assist contractors and other trades as and when required.
- To Ensure College Guidelines are followed before entering student, Staff or Fellows rooms.

## **3. Health and Safety**

- All staff must adopt a responsible and proactive attitude towards health and safety and to comply with any procedures as required by the College to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.
- Develop and implement a health and safety culture ensuring that all work carried out by internal staff and external contractors is carried out in accordance withing buildings health and safety approved standards.
- Ensure Legal Compliance in relation to estate matters, regarding health and safety legislation.
- Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Maintenance Manager and the Director of Operations.
- Report any potential hazards around the College to the Maintenance Manager and/or Domus Bursar/Director of Operations.

## **4. College Staff Values**

- To uphold the College Staff Values: Excellence, Collaboration, Respect and Creativity.

- **Safeguarding**

A commitment to safeguarding our students and staff and complying with the College's policies related to this.

*The above is not an exhaustive list and the post holder may be expected to undertake other related duties as required by the Maintenance Manager and/or Director of Operations. The list of duties may be subject to revision at the end of the probationary period.*

## Person Specification

Criteria	Essential	Desirable
<b>Education/Qualifications</b>		
• City & Guilds NVQ 2/3	✓	
• Experienced, qualified and working to 18 <sup>th</sup> edition standards for maintenance, installation, testing and certification.	✓	
• Viewed as a Skilled-Person as outlined in BS: 7671 IET Wiring Regulations (2018)	✓	
• C&G Electrical Inspection and Testing (2391) qualified, or equivalent		✓
• MEWP training		✓
• Tower scaffold training		✓
<b>Knowledge/Experience</b>		
• Good level of both written and spoken English	✓	
• Experience working in the building industry or general maintenance		✓
• Good working knowledge of the Health and Safety at Work Act 1974		✓
<b>Skills</b>		
• Systematic approach to problem solving	✓	
• Good communication skills	✓	
• Ability to work within a team or independently	✓	
• Willingness to assist other trades within the team to achieve targets	✓	
• To have a clean drivers License	✓	
<b>IT Skills</b>		
• Basic IT skills, such as use of email, recording work completed, using ticket system	✓	
<b>Personal Qualities</b>		
• A good sense of humour and a friendly nature		
• Positive attitude to accept and complete all tasks		
<b>Physical/Special Requirements</b>		
• Due to the age and layout of the college, there are a number of steep staircases and areas of restricted access.	✓	
• The position will require lifting and moving of equipment and can involve working at heights.	✓	
• The position will be based both indoors and outdoors and require a high percentage of physical work.	✓	

Issued by Department Head

.....Name

.....Signature

.....Date

Accepted and Understood by Postholder

.....Name

.....Signature

.....Date

*This job description will be reviewed periodically when additions and amendments may be made.*