



## JOB DESCRIPTION

<b>Post:</b>	College Based Electrician
<b>Responsible to:</b>	Estates Manager
<b>Salary:</b>	£30,678 - £34,690 per annum Support Staff Salary Scale Point 32-36 Full Time, 52 Weeks
<b>Conditions of Service:</b>	Truro and Penwith College conditions of service.
<b>Main Purpose of Job:</b>	Under the overall direction of the Estates Manager to be responsible as required for assisting in the monitoring and maintenance of our electrical systems and promote a culture of safe working practices across the College.
<b>Specific Duties:</b>	<p>The primary duty of the Electrician is to maintain in safe condition and good repair the electrical circuits, services, powered fixtures and fittings etc. throughout the College building stock.</p> <p>Responsible in conjunction with other team members for daily &amp; weekly inspections of all Electrical/Mechanical plant rooms to appraise them for any potential faults and breakdowns. Undertake the necessary appropriate action to rectify faults and breakdowns.</p> <p>To assist with the maintenance of the College Fire alarm system.</p> <p>To ensure that all electrical work carried out within the College premises conforms to current regulatory requirements. Reporting any non-compliant work for corrective action.</p> <p>Plan, oversee and work on in house projects to upgrade electrical infrastructure.</p> <p>To ensure that all equipment requiring regular periodic inspection or calibration is recorded and up to date.</p> <p>To manage the Colleges programme of EICRs and ensure that any identified observations are actioned appropriately.</p>



The post-holder will be expected to ensure that the electrical stores and plant/switch room areas are kept in a clean and tidy condition.

To liaise as point of contact with contractors engaged to work on the College electrical circuits, services, plant, fixtures and fittings as required.

To maintain accurate records of all plant maintenance, servicing schedules, repairs and replacements.

To take responsibility for all nominated electrical PPM work.

Advise and report as needed on electrical issues in College, including condition of wiring, effectiveness of lighting or suitability of equipment.

Undertake ad hoc PAT testing.

To ensure all test meters are calibrated yearly.

To maintain personal tools and equipment and assist with the maintenance of the inventory of tools and equipment.

Ensuring efficient, legal disposal of hazardous waste products (e.g. fluorescent tubes) via certified waste carrier.

The College Electrician will be expected to deal with emergencies on a call out basis for which an additional payment/time off in lieu will be made.

Assist other members of the department with a wide variety of general maintenance and minor repair work (within their capabilities) as instructed by the Estates Manager.



**General Requirements:**

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.



The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



## PERSON SPECIFICATION

### COLLEGE BASED ELECTRICIAN

Ideally, the person appointed will have the following skills and experience:

- A recognised qualification in Electrical installation (BS2380) e.g. through the apprenticeship route or an NVQ Level 2 in the Electrical field.
- A recognised qualification in Testing and Inspection (BS2391).
- Experience of managing or supervising a small multi-discipline works.
- A general understanding of the controls systems for a BMS system.
- A general understanding of Mechanical systems such as heating and hot water.
- Good communication skills, with the ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers.
- Good IT skills.
- Good listening skills as well as verbal and written communication skills using a variety of communication methods. (face-to-face, telephone, letters, reports).
- Good interpersonal skills and to enable effective translation of problems into practical solutions.
- Must be able to work in remote and confined spaces, such as attics and plantrooms, to work on ladders, portable tower and fixed scaffolding.
- Ability to work as part of a team and independently.
- Ability and willingness to learn new skills.
- Willingness to assist other trades within the team to achieve targets.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.