

## Job Description and Person Specification

**Job title:** Maintenance Electrician  
**Responsible to:** Facilities and Operations Manager

### PURPOSE:

The Maintenance Electrician is responsible for assisting the smooth running of the ancillary and support services within the centre. To undertake electrical and general repairs and maintenance work as required and liaise with the Facilities and Operations Manager along with external tradesmen.

### Main Duties

1. To undertake electrical, general repairs and maintenance work which meets the needs of the Centre.
2. To assist service engineers when they are required to fulfil contractual obligations within the unit.
3. To assist the monitoring of the Centre's fire alarm systems and fire fighting equipment.
4. To undertake more substantial tasks as required in consultation with the Facilities and Operations Manager e.g. electrical installs, electrical tests and checks including monthly Emergency Lighting Tests, building repairs etc.
5. Ensure that all tools and equipment stored in workshops are kept in good order and accounted for.
6. To ensure that tools, paints, solvents and other equipment are stored safely, locked away when appropriate and properly supervised when in use.
7. To ensure that stocks of essential equipment such as electrical components, fixtures, fittings and ironmongery are adequate to meet projected demand.
8. To assist servicing of the refuse collection system.
9. To assist servicing the education department in respect of audio/visual equipment and other requirements.
10. To co-ordinate maintenance of the lighting system and other security facilities on campus through the appropriate channels.
11. To undertake any other appropriate duties as deemed necessary by management.

### Qualifications:

Relevant electrical qualification

### Experience:

Minimum 3 years previous Electrical experience is desirable.

### Professional Qualities:

- The ability to work well as part of a team
- The ability to use one's own initiative
- The ability to remain calm and patient under pressure

### Personal Qualities:

A caring and approachable person