



JOB DESCRIPTION

Job Title:	Maintenance Operative (Electrician)
Grade:	D
School/ Service:	Estates and Facilities Services
Campus:	Docklands and Stratford and elsewhere as required
Responsible to:	Maintenance Supervisor
Liaison with:	Schools and Services, Students Union, external contractors and, external service providers.

JOB PURPOSE:

To undertake all required maintenance tasks as directed including PPM, Reactive and minor works projects. This could include minor plumbing and drainage, painting, odd jobs and minor building fabric works. The post holder will primarily, assume the responsibility for electrical installations, maintenance and testing of electrical installations and equipment at all buildings owned and operated by University of East London.

To carry out New Works Requests projects ensuring best value and best practice. At all times working in line with the University's policies and procedures and in accordance with all relevant statutory requirements and legislation.

MAIN DUTIES AND RESPONSIBILITIES:

The following duties and responsibilities are intended to give a broad indication of the variety of tasks that the Maintenance Operative (Electrician) may be asked to undertake in our University, and are expressed in sufficient detail to distinguish the grade of the post.

- To assume the responsibility for maintenance , installation and testing of electrical installations and equipment at all buildings owned and operated by University of East London
- Assist other tradesmen in their duties as and when necessary, in painting, plumbing, erection of signage etc.
- To deliver a good standard of workmanship following safe working practices
- To provide excellent customer service

- To ensure HSE and UEL Health and Safety rules and all operational procedures are followed in all areas of work
- Ensure the wearing of personal protective equipment and that tools being used are in good working order and compliant.

- To work to and compile where necessary risk assessments and method statements and obtain permits to work as appropriate.
- To carry out regular building inspections as directed.
- To adopt and work to a multi-skilled flexible working pattern.
- To be computer literate and utilise fully any electronic hand held device provided to receive and close 'jobs' and / or otherwise required to execute the role
- To attend meetings, at the request of the line manager, with external or internal personnel to ensure the effective operation of our campuses.
- To interpret building fabric and services O&M's, drawings, specifications schematics, and diagrams.
- To monitor the computerised Building Management System. To fault find and analyse a solution to any defect that may occur within our building systems - whether using the BMS or other methods.
- To source materials required from internal stores or external suppliers as necessary and / or request or order materials, equipment or tools required making purchasing decisions where required.
- Have a working knowledge of the various types of building installations such as electrical controls and equipment i.e fire alarms, security alarms, electrical and mechanical building systems.
- To carry out New Works or projects.
- Clearing and keeping clean plant rooms and services risers
- Fixing and or reporting any safety hazards
- Putting into place appliances and white goods such as fridges, microwaves etc
- Doing minor plumbing, replacing toilet seats, clearing blockages, remove foreign matter from sinks, toilets, drains and accessible guttering
- Painting and making good building fabric
- To play an active role in the Estates and Facilities Services out of hours emergency call out service and in house rota arrangements.
- Undertake essential training in order to achieve the objective of developing an understanding of the skills required for the post.
- Drive to the appropriate locations and be responsible for the maintenance and security of the vehicle and equipment provided.
- To ensure all paperwork such as worksheets, log books, timesheets, etc. are correctly completed and filed/stored.
- To work in accordance with the University's equality and diversity policies.
- Any other duties commensurate with the level of the post.

PERSON SPECIFICATION

EDUCATION QUALIFICATIONS AND ACHIEVEMENTS:

Essential

- NVQ Level 3 in electrical installation work (or approved equivalent). (A/I/C)
- City & Guilds 2360 Electrical Installation Theory Part 2 Course Certificate. (A/I/C)
- Have been a registered apprentice or undergone some equivalent method of training and have had practical training in electrical installation work. (A/I/C)

Desirable

- City & Guilds 2365 Level 3 Diploma in Electrical Installations (Buildings and Structures) (A/I/C)

KNOWLEDGE AND EXPERIENCE:

Essential criteria

- Thorough knowledge of National Working Rules for the Electrical Contracting Industry of the current IEE Regulations for Electrical Installations. (A/I)
- Demonstrate practical, productive and electrical engineering skills with adequate technical knowledge and with proven previous experience, as an Electrician, subsequent to the satisfactory completion of training (A/I)
- Knowledge of the Electricity at Work Regulations 1989. (A/I)
- Knowledge of the Electricity Supply Regulations in relation to Consumers Installations. (A/I)
- Knowledge of the Construction Industry Safety Regulations. (A)
- Understanding of Building Regulations relating to electrical installations. (A/I)
- Be computer literate and competent in the use of day to day software packages such as MS Word, Outlook etc. (A/I)
- Demonstrated competence in the inspection, testing and commissioning of electrical installations. (A/I)
- Physically fit and capable of moving equipment and goods (A)

Desirable criteria

- Experience of working with automated Building Management System, e.g. Trend and Computer Aided Facilities Management systems (A/I)
- Knowledge of applicable regulatory, building and trades guidelines and codes.

COMMUNICATION

- Good interpersonal, verbal and written communication skills including writing simple reports. To use good communication, maintain regular contact with line manager and collaborate with colleagues to resolve problems. (A)

SERVICE DELIVERY

- Experience of exploring and seeking ways to improve and adjust standards and quality of service, to meet the needs of customers, resolving issues, complaints and seeking feedback. (A)

TEAMWORK & MOTIVATION

- Experience of being supportive and encouraging of others, with a flexible approach to delivering team results, to actively contribute to building on team morale. Ability to work effectively in the middle of a team with enthusiasm that motivates and lead others. Working jointly to influence events and decisions. (A/I)

INITIATIVE AND PROBLEM SOLVING

- Ability to use own initiative be motivated and enthusiastic. Experience in using initiative and creativity to resolve problems, identifying practical and suitable solutions. (A)

OTHER ESSENTIAL CRITERIA

- Commitment to and understanding of equality and diversity issues within a diverse and multi-cultural environment and how this is supported by the maintenance service. (A/I)

Criteria tested by Key:

A = Application form

C = Certification

I = Interview

P = Presentation

T = Test