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| Description: MC_logo_Process | MISSION STATEMENT ‘Driving Ambition, Inspiring Success’ |

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| JOB DESCRIPTION | Job Title No: |

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| Post Holder |  |
| Job Title | Site Electrician |
| Responsible to | Assistant Principal – Facilities Management |

* To be actively involved in the attainment of objectives contained within the College’s Strategic Plan.
* To hold and actively demonstrate the Colleges Core Values in all that you do.
* Aim High…
* Work Hard…
* Take Responsibility…
* Do What’s Right…
* Respect Others…
* Challenge Yourself…
* Take Pride…
* To commit to the College’s Safeguarding Policy and promote a safe environment for children, young people and vulnerable adults within the College.

**Purpose: Key Facilities Management Strategic Objectives**

The Facilities Management Team will ensure that:

1. Our customers have only the highest regard for the services we provide and the manner in which they are provided.
2. The health, safety, comforts and welfare of those who use our services is of paramount importance.
3. We consider the delivery of and participation in learning as the most critical element of all the services we provide.
4. We support the aspirations and expectations of customers by seeking out and developing new technologies and by promoting and implementing quality improvements to all facilities, services environment and accommodation.

1. We provide a highly responsive reporting and resolution service for all requests, faults and incidents to meet the service hour’s requirements of all our customers.

1. The delivery of our legal, statutory and industry standard codes of practice, policies and procedures meet regulatory and audit requirements.

1. We adhere to, promote and contribute to the College’s Communications Strategy.

**Facilities Management Staff General Responsibilities**

1. To progress individual actions assigned under Departmental Work Plans.
2. To ensure the Facilities Management Department meets its Service Level Agreement requirements and to ensure all Service Desk requests are completed in agreed timescales.
3. Ensure compliance and enforcement of College Policies and Statutory obligations such as; Acceptable Use Policy, Software Licencing, IT Security, DPA, H&S, Audit.
4. To attend Training and Development events and keep up to date with new technologies as appropriate to the roles and Training Needs Analysis.
5. To ensure knowledge of new and existing systems and process is cascaded and training given to designated, new or junior team members.
6. To act as Systems Specialist and Backup Systems Specialist for nominated College Facilities Management systems.
7. To ensure fault reports and requests are escalated when required according to agreed protocols / routes.
8. To carry out assigned duties at any premises or events for which College have a presence.
9. To ensure equipment deployment and installations are carried out to acceptable safety standards.
10. Be diligent and proactive and follow procedures regarding equipment and building security.
11. To carry out such other appropriate duties commensurate with your skills, knowledge, experience and remuneration.
12. The College may, in consultation with you, need to vary these duties from time to time in order to respond to the changing requirements of the College.

**The Post Holder's responsibilities will be as follows:**

1. To undertake general site electrical work on College premises including electrical rewires, wiring upgrades, minor works repairs and fault finding.

1. To carry out periodic inspection and testing and completion of the necessary test certification in accordance with IEE Wiring Regulations.
2. To ensure that the colleges fire safety systems are maintained in accordance with the approved codes of practice and relevant standards.
3. To ensure that designated Preventive Planned maintenance PPM  tasks are carried out to the required standard and that the computerised maintenance management system is kept up to date.
4. To undertake testing of all assigned portable and fixed electrical equipment (PAT Testing) and to liaise with external contractor for bulk inspections.

1. To provide advice regarding the continued safe operation of equipment and to implement permit to work and safety lock out protocols as required.
2. To liaise with external contractors where necessary to organise, plan and review associated RAMS for contract works.

1. To direct and train were relevant other team members to install, maintain, or repair electrical wiring, equipment, and fixtures.
2. Undertake appropriate minor multi trade duties to facilitate efficient completion of tasks.
3. Ensure accurate and timely completion of all paperwork including job tickets and associated documentation

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Person Specification |

The College is ideally looking for candidates who have most if not all of the required essential attributes below but may also have a one or more of the desirable attributes to complement their skill set.

| **CATEGORY** | **REF** | **CRITERIA DESCRIPTION** | **METHOD OF ASSESSMENT** |
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| 1. **Skills and Abilities** | | | |
| Essential | 1.1 | Ability to install electrical systems and components (e.g., wiring, switches, lighting, transformers, switchboards, motors distribution boards). | Application/  Verification of original certificates /Interview/  Skills Test |
| 1.2 | Ability to diagnose and repair malfunctioning systems, apparatus, and components, using test equipment and appropriate tools. |
| 1.3 | Ability to appropriately respond to emergency situations to ensure prompt and appropriate care is administered and safety is maintained. |
| 1.4 | Ability to work under pressure and to tight deadlines and high customer / quality expectations. |
| 1. **Qualifications and Training** | | | |
| Essential | 2.1 | Level 3 relevant qualification, for example:   * Electro technical Services (Electrical Maintenance). * Level 3 (NVQ) Diploma in Installing Electro technical Systems & Equipment (Buildings, Structures and the Environment) * Level 3 Diploma in Electrical Installations (Buildings and Structures) if part of an apprenticeship. * Or equivalent. |  |
|  | 2.2 | Certificate In Periodic Inspection and Testing |  |
|  | 2.3 | Appropriate level of ICT Training |  |
| 1. **Attitude/Disposition** | | | |
| Essential | 3.1 | Highly focussed and self-motivated, capable of managing multiple workloads and priorities. | Application/  Interview/  References |
| 3.2 | To be an excellent communicator and team player. |
| 3.3 | To have a high attention to quality and detail and be well organised. |
| 3.4 | To have a strong customer focus, be polite and courteous and have a professional manner. |
| 1. **Other Requirements** | | | |
| Essential | 4.1 | To commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults within the College. | Application/  Interview |
| 4.2 | Commitment to working flexibly, as the working patterns will require evening and weekend work. |  |
| 1. **Knowledge** | | | |
| Essential | 5.1 | To be fully conversant with all aspects of electrical installation and maintenance works on both 230v and 400v systems. | Application/  Interview |
| 5.2 | Knowledge of preventative maintenance systems, work order and ticketing systems work permits, hot work permits, confined work permits etc. |
| Desirable | 5.4 | Knowledge of working in an educational environment. |

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| 1. **Experience** | | | | | |
| Essential | | 6.1 | Appropriate period following training working at the level expected of Site Electrician. | | Application/  Interview |
| 6.2 | Working in large multi user environment providing  multi-disciplined services. | |
| Desirable | | 6.3 | Experience of the maintenance of Fire safety systems (including the planning and inspection of contractor work) | |  |
| Contract Arrangements | | |

Business Support Staff will be engaged under a Contract of Employment determined by Middlesbrough College, supported by Contract Guidelines.

Within your contract, the following salient features will apply:

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| 1. | Contract type | Business Support, Permanent |
| 2. | Working week | 37 Hours, Full Time |
| 3. | Holiday | 30 days per annum, plus statutory bank holidays  (Holiday year 1January – 31 December) |
| 4. | Period of Notice | Two months |
| 5. | Salary Scale | Business Support Scale 6  £23,277 - £24,848 |
| 6. | Pension | Employees are eligible to join the Local Government Pension Scheme (LGPS). Employee’s contribution is 6.5% of salary |
| 7. | Sickness | The Corporation Sickness Policy will apply (further information is available from the Human Resources team on request) |
| 8. | Probationary Period | 12 months |

**Please note that all appointments are subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) check and receipt of two satisfactory references.**