



JOB DESCRIPTION

Job Title:	Electrician
Responsible to:	Head of Buildings & Services (HBS)
Place of Work:	All Trinity Hall operational property and sites within Cambridge
Objectives:	To carry out electrical maintenance, repairs, installations, and upgrades to a high standard throughout all college property. To provide support and assistance to the HBS, the Maintenance Supervisor and all other team members when required.
Hours of Work:	Monday to Friday, 37.5hrs per week (+ Call outs on rota basis)
Experience:	Previous Relevant Practical Experience within the Electrical Field
Qualifications:	City & Guilds NVQ Level 3 and/or Full Time-Served Apprenticeship

Main Duties and Responsibilities

- Understand the function of the electrical installations and controls within college properties and carry out electrical maintenance, repairs and upgrade, as required throughout college property.
- Inspect electrical systems and equipment to identify defects and the need for adjustment, repair or upgrade, to then report requirements to the Head of Buildings & Services.
- Diagnose malfunctioning systems, equipment and components using test equipment to locate the cause of breakdown and correct the issue.

- Carry out alterations and repairs to the College IT network.
- Assist in the execution of planned preventative maintenance and relevant safety checks on equipment and appliances.
- Assemble, install, test, maintain and repair electrical or electronic wiring, distribution equipment, accessories, fixtures and white goods.
- Manage deliveries and maintain the electrical store, materials and tools in a clean and tidy condition at all times.
- Maintain up to date electronic records of all work carried out (within the maintenance management system and folder directories)
- Carry out any reasonable reactive maintenance requests, including M&E and general maintenance.
- Ensure all work is carried out in accordance with current Health and Safety regulations to maintain a safe working environment at all times.
- Be familiar with and follow the College's Health and Safety policies and procedures, including risk assessments and method statements.
- Be able and willing to carry out tasks outside the framework of own trade, providing the task is within capability.
- To undertake general, Health and Safety and trade specific training whenever required.
- To assist in the planning and installation of electrical wiring, equipment, and fixtures.
- To plan own work, procure correct materials and execute the work in an efficient and safe manner.
- Attend Callouts as and when required. Electrical staff are provided with a mobile telephone which may be called during out of hours periods by the Porters if there is an electrical issue that needs to be resolved out of hours. Time spent attending to such emergencies is repayable as Time off in lieu (for callouts under 4 hours duration) and mileage is paid.
- Any other reasonable duties required by the HBS and the Maintenance Supervisor.

Trinity Hall reserves the right to make changes or update this job description at any time, following discussions with the post holder

PERSON SPECIFICATION		
	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> • City and Guilds NVQ Level 3 and/or Full Time-Served apprenticeship (18th Edition qualification) • Previous relevant experience along with relevant Safety Training 	<ul style="list-style-type: none"> • Knowledge of BMS Systems and Mechanical Control panels • Practical Knowledge in Emergency Lighting repairs, Data Installation, Appliance repairs & Access control • First Aid trained • Previous experience of fault diagnosis • PAT testing qualification/evidence of training
Skills Knowledge Training	<ul style="list-style-type: none"> • Good Basic IT Skills • Good communication and interpersonal skills • Well Organised • Able to work on own initiative • Possess a Full UK driving licence 	
Experience	<ul style="list-style-type: none"> • Previous practical and relevant experience within the electrical field • Ability to plan ahead and prioritise workload • Ability to work to and achieve deadlines 	
Personal Attributes	<ul style="list-style-type: none"> • Able to work well both alone and as part of a team 	

	<ul style="list-style-type: none"> • Cheerful and helpful disposition with a can-do and willing attitude • Clean and tidy • Flexible approach to work and accepting of change 	
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Updated June 2024