

## JOB DESCRIPTION

### College Electrician/Supervisor

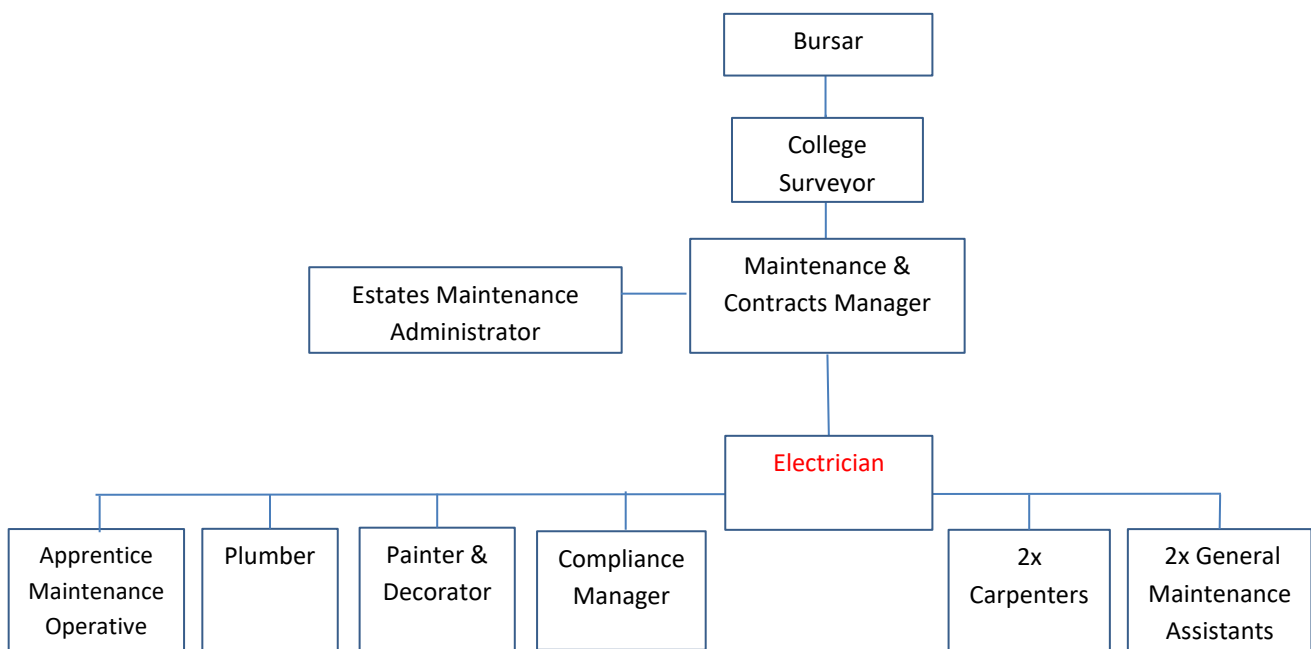
#### College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

#### Department Background and Structure

**Team/ Department:** Maintenance  
**Reporting to:** Maintenance and Contracts Manager  
**Also supporting:** College Buildings Surveyor



## Purpose of Job

To work as part of a busy Maintenance team of skilled craftspeople providing maintenance services to the College building and properties. To offer an out-of-hours on-call cover based on a rota covering all elements of the College's services and equipment. To provide day-to-day operational supervision of the Maintenance department in the absence of the Maintenance & Contracts Manager.

The College Electrician is responsible for the running of all of the College's Electrical systems, in which capacity they will be required to oversee the efficient upkeep and maintenance of all equipment and associated works related to the Electrical services. They will report directly to the Maintenance & Contracts Manager and is expected to regularly update the Manager to ensure collectively that all equipment and systems are appropriately maintained and replaced as required.

## Role Duties and Responsibilities

- To temporarily deputise for the Maintenance & Contracts Manager as and when required.
- To positively promote the Girton College Health & Safety policy to the members of the department.
- Manage small works projects.
- Assist in the College ball infrastructure.
- To carry out Electrical (LV) work on small power and lighting/emergency lighting as directed, including the repair and upgrading of existing services and the installation of minor works, to ensure that all Electrical services conform to the relevant statutes, bye-laws and regulations. Keep up to date log books.
- Responsible in conjunction with other team members for daily & 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.
- To assist with the maintenance of the College Fire alarm system.
- Responsible for liaising with electrical contractors with regard to portable appliance testing programme and statutory fixed wired installations as per BS7671.
- Attend and input into various College Committees.
- Ensure that plant rooms are kept clean and that all appropriate safety signage is displayed.
- Responsibility for the installation and replacement of all Electrical systems and responding to all reports of failures and faults as required in College and all external properties.
- Member of the On-call Team, provide cover for colleagues during absence. Respond personally as required.
- Assist, liaise and project manage external contractors to provide information, support and monitoring during new installation and maintenance programmes.
- Identification of potential energy saving initiatives in conjunction with the Maintenance Manager.
- Responsible for ensuring adequate levels of materials including lamps are available, and liaising with the Maintenance Manager to ensure adequate budget provision is available.
- To ensure all test meters are calibrated yearly.
- Ensuring efficient, legal disposal of hazardous waste products (e.g. fluorescent tubes) via certified waste carrier.
- Assist other members of the department with a wide variety of general maintenance and minor repair work (within their capabilities) as instructed by the Maintenance & Contracts Manager.
- To keep to a minimum any 'down-time' of College equipment or site access and use.
- Test own work carried out to ensure effective operation.
- To apply any regulation changes to working practices.
- To maintain accurate records of all plant maintenance, servicing schedules, repairs and replacements.
- To report to and assist the Maintenance & Contracts Manager on relevant maintenance and

refurbishment projects.

- Assist in writing and auditing risk assessments and method statements.
- To work in liaison with the Maintenance & Contracts Manager and other Heads of Department and College Officers to ensure all maintenance work is recorded and that prompt action is taken.
- To advise the Maintenance Manager & College Surveyor on electrical projects.
- Assist other College departments in lifting and moving operations where required.

#### **Health and Safety Requirements:**

All members of the maintenance staff should, at all times:

- Apply health and safety regulations as appropriate and to maintain a safe working environment at all times.
- Follow all relevant COSHH information to include reading and understanding the product safety data sheets, ensuring they take the appropriate action.
- Follow health and safety procedures (and risk assessments / method statements) of the College and those specific to the Maintenance Department.
- Ensure that all tools are cleaned and put away in their correct and safe place.
- Use appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Maintenance & Contracts manager.
- Report any faulty PPE to the Maintenance & Contracts Manager.
- Report any potential hazards around the College to the Maintenance & Contracts Manager.
- To be aware of, and to enforce the accident reporting procedure.

#### **Other:**

- To attend all team meetings and any training nominated for you.
- To use a College Mobile phone during the day and for call-out during out of normal working hours (based on a rota).
- You are expected to hold a valid driving licence to enable you to drive the College van, which is used on a regular basis.
- Any other duties at the Managers' discretion, which will include some occasional work outside of normal hours and at weekends for special events (aside from the on-call element).
- The post holder will be required to work in accordance with College policies and procedures.
- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised

***This job description may be subject to change following consultation between the Line Manager and Postholder***

## PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

| Qualifications and Experience   | Essential | Desirable |
|---|-----------|-----------|
| 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.   | ✓         |           |
| Experience working within a Grade 2* building.  | ✓         |           |
| Mechanical/plumbing experience.   |           | ✓         |
| Skills and knowledge  | Essential | Desirable |
| 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.   | ✓         |           |
| Other Qualities   | Essential | Desirable |
| 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.  | ✓         |           |

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.

**Employment:**

|                             |   |
|-----------------------------|---|
| <b>Salary</b>               | £31,502 to £35,308 per annum + benefits (Girton Single Spine Points 37 - 41)  |
| <b>Working arrangements</b> | Full time, 37.5 hours per week.   |
| <b>Contract term</b>        | Permanent, subject to a six-month probationary period.  |
| <b>Annual leave</b>         | 26 days paid holiday plus 8 public holidays.  |
| <b>Other</b>                | <p>We also offer:</p> <ul style="list-style-type: none"> <li>Workplace Pension</li> <li>Cycle to Work Scheme</li> <li>Access to Healthcare</li> <li>Gym &amp; swimming pool</li> <li>Free Staff Lunch and refreshments</li> <li>Staff discount to hold private events in College</li> <li>Local Discounts via the University</li> <li>Access to a Holiday Playscheme</li> </ul> <p><i>Some of the above are non-contractual</i></p> |