

## Maintenance Technician (Electrician core trade)



### Role Description

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<b>GRADE</b> Grade 4
<b>LOCATION</b> Sighthill Campus, Craiglockhart Campus and Merchiston Campus, Edinburgh (required to work between campuses)
<b>LINE MANAGER</b> Maintenance Operations Manager

#### Role Summary

As a member of the Property & Facilities Services team you will carry out planned maintenance, reactive works and minor installations in your core trade and through a flexible working arrangement other general maintenance duties with regards to Facilities/Building services on behalf of the University.

#### Line Management Responsibility for:

This role does not have any line management responsibilities currently.

## Main Duties and Responsibilities

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- To carry out designated planned maintenance including projects and reactive remedial works internally and externally on behalf of the University across all University premises in accordance with statutory, mandatory and economic requirements. Core trade provision as well as flexibility across all trades as required within defined skill and competency levels.
- To carry out alterations and improvements to buildings and building services to agreed specifications and timescales.
- Responsible for scheduling and organising own workload to meet appropriate deadlines taking ownership all designated tasks, from initial investigation to identifying and assisting with ordering of materials to complete tasks to a high standard.
- Work as part of a team to provide excellent building services support to the University.
- Carry out tasks in an efficient manner with the aim of minimal disruption to services and to assist in the development of future maintenance tasks.
- Assist in identifying/controlling parts/spares required in line with financial regulations including managing stock for core trade.
- To carry out identified checks and maintenance as required accurately log information and maintain records in a timely manner.
- Investigate and identify faults and work on own initiative to resolve issues in a efficient manner.
- To be aware of, assist and comply with the requirements of the Health & Safety at Work Act, (encompassing risk assessments, method statements and Permits to Work), associated acts and subordinate regulations to minimise risk and protect student, staff and public from danger/harm and the University from litigation.
- To assist with emergency situations i.e. flood, loss of power, emergency evacuations, extreme weather conditions and any other situation which may arise. To specifically assist in the winter maintenance requirements including snow clearing and gritting during adverse conditions.
- To work with, and to coordinate/supervise the work of, non- core trade assistance and others as required.
- To proactively assist in the development of the maintenance provision to further improve quality, efficiency and customer focus.
- Build relationships with customers (staff, students and contractors) from across the University and ensure clear communication channels when explaining planned maintenance work to deliver the upmost standard of customer care.
- To proactively assist in the development of the Planon system to support operational changes within the department.
- Any other reasonable duties that may be required.
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

## PERSON SPECIFICATION

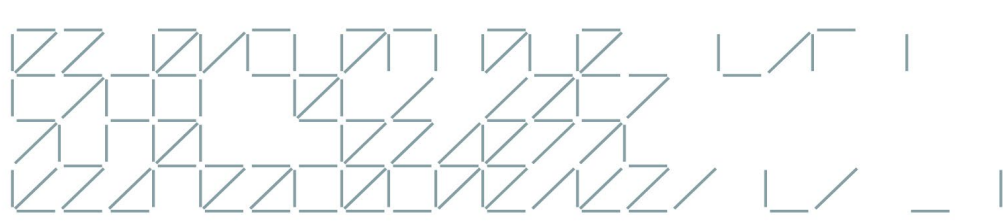
ESSENTIAL      DESIRABLE

### Education / Qualifications

- |  | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| • A qualified electrician who has completed a recognised apprenticeship, NVQ or City and Guilds Qualifications | ✓         |           |
| • 17th Edition IEE regulations qualification   | ✓         |           |
| • Recognised/related Health and Safety experience/certification  |           | ✓         |
| • 18th Edition IEE regulations qualification   |           | ✓         |
| • CSCS/ECS or other recognised qualification   |           | ✓         |

### Skills / Experience

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|--|---|---|
| • Proven track record of working on electrical systems   | ✓ |   |
| • Good overall electrical knowledge required with experience of ordering/managing supplies and stock control.  | ✓ |   |
| • Knowledge of related electrical planned maintenance schedules  | ✓ |   |
| • Excellent fault finding and diagnostic technique   | ✓ |   |
| • Possess the ability to understand and work with electrical schematic diagrams  | ✓ |   |
| • Good team player with the ability to work on initiative when required  | ✓ |   |
| • Flexible in approach to work and able to adapt to adapt to undertake different trade tasks.  | ✓ |   |
| • Good IT skills, specifically Microsoft Packages.   | ✓ |   |
| • Good communication and relationship buildings skills to ensure effective communications between tradespersons, management, customers and helpdesk operatives | ✓ |   |
| • Current driving licence as this role will require travel between campuses.   | ✓ |   |
| • Experience of working in a University or teaching environment  |   | ✓ |



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- Knowledge and working experience of Building Management Systems (Trend) ✓
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- Experience of PAT testing, fire alarm systems and emergency lighting systems ✓
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