UNIVERSITY OF WARWICK

Job Description

Job title	Electrical Technician
Department	Estates - Maintenance Operations - Electrical Services (YEXMB)
Grade	FA5

Job purpose (a brief summary of the role)	The Electrical Technician provides an efficient, business-critical response service. They will execute routine, planned and reactive maintenance duties; carry out fault diagnostics and repairs to a wide range of electrical and mechanical systems; and carry out minor installation works for all electrical building services throughout the University. The role ensures all statutory, planned and breakdown works are completed safely, cost-effectively and to the agreed KPIs and Service Level Agreement.
Duties and responsibilities	Technical Respond to individual job requests via the job notification system, ensuring each job is resolved safely, efficiently and to the required standard within target SLAs. Deal with emergency situations ensuring each job is resolved on systems which include: • Power supplies • Emergency Lighting Systems • Lighting and Lighting control systems • Alarm systems • Motors • BMS Controls • Portable appliances Provide a planned maintenance and reactive remedial work service, directing other trades where necessary to keep essential facilities open and usable, ensuring compliance with statutory testing and inspections including: • Periodic Inspection and Testing • Emergency Lighting Testing • Fire Alarm Testing • Portable Appliance Testing • Defective repair works Analyse, fault find and make decisions about the feasibility and logistics of the jobs to be undertaken, taking into account how long it will take, the equipment needed and the potential cost liaising with the Electrical Supervisor if necessary. Investigate unidentified problems, including diagnosing problems and suggesting courses of action and/or identifying whether the problem can be dealt with or if specialist assistance is required. Provide advice or suggestions in relation to the installation of new products and equipment and participate in the preparation, fabrication and installation of refurbishment, new projects and new work where required. Take a leading role within the Electrical Services team with the installation of minor power systems. Health and Safety and compliance • Identify and assess potential risk to individual tasks and formulate and/or comply with risk assessments and method statements in conjunction with manager. Complete jobs in a variety of different settings and environments. • The role will actively participate in department hazard identification and risk

	assessment exercises. • Part of a team responsible for delivering statutory compliance tasks, ensuring these are correctly delivered and recorded appropriately. • Understand and utilise record drawings including asbestos and fire drawings. Organisation • Prioritise own workload and tasks, taking into account where the problem is, the nature of the problem, the number of people affected and the usage of the building. Take into account access times to spaces and arrange access with security when required. Take responsibility for ensuring jobs are seen through to resolution. • Record resolutions and feedback to problems on work instructions, complete electronic timesheets, service records and other work-related paperwork in priority order. • Calculate and order the correct amount of materials needed for each job using the ordering system. Financial • Provide estimated costs for contracted services and minor works. • Arrange small works projects in line with the Estates department guidelines using approved contractors and the Estates' quote and tender limits policy. Ensure work is completed to program, within budget, conforms to legislative requirements and to the University's accepted standards. • Advise the budget holder on the product specifications and budget costs for specialist plant, tools, equipment and consumables required by the Estates Office/section. Communication and Customer Service • Proactively liaise with Electrical Supervisors, trades colleagues, contractors, Estates and other departmental staff throughout the University to advise and make recommendations with planned and reactive maintenance, causing minimum disruption to university staff and other users. • Provide technical expert advice that ensures the provision of a compliant high quality, safe, efficient and effective service. • Communicate professionally and effectively with a diverse customer base. General • Drive University vehicles to transport staff, materials and tools around the University estate. • Ensure all works are completed to a high standard and work areas are left clean and tidy on completion. • Undertake any other duties as from time to time may be required commensurate with the grade of the post

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A recognised apprentice background or equivalent training or significant years' practical working experience within the electrical building services sector, including commercial, industrial, and domestic environments is required.	A & C
E2	N VQ Level 3 – Electrical installations or maintenance. City and Guilds 236 part 1, 2 or 2330 Levels 2 and 3 (AM2) Electrical Installations. City and Guilds 2382, BS7671 18th Edition Wiring Regulations. City and Guilds 2395, Periodic Inspection and Testing of Electrical Installations.	A & C
E3	IOSH Managing Safely (or equivalent), with proven excellent understanding of Health & Safety and the associated processes.	A & C
E4	Proven ability to carry out installation, maintenance and electrical testing and requirements in accordance with BS7671 17th Edition Wiring Regulations and Electricity at Work Act.	A & C
E5	To have an excellent understanding of statutory compliance within the electrical field.	A & C
E6	The ability to organise, plan and prioritise own workload to meet SLAs and work with minimal supervision	A,C & D
E7	Experience of dealing with high volume of reactive calls and dealing with them in an efficient and effective manner.	A & C
E8	Proven problem-solving ability to assess and resolve problems and use own initiative to investigate and diagnose problems and to escalate to the appropriate level if required.	A & C
E9	Effective oral communication and customer service skills, and the ability to work as a member of a team.	A,C & D
E10	Written and basic IT skills to maintain appropriate records	A & C
E11	Experience of planned preventative maintenance systems	A & C
E12	Safe use of Hydraulic/Manual lifting platforms, and safe use and erection of mobile tower scaffolding.	A & C
E13	Awareness of asbestos materials and non-licensed removal works.	A & C
E14	Full, clean UK or EU equivalent driving licence.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Knowledge of fire alarm systems in accordance with BS 5839.	A & C
D2	Experience of working as LV/HV AP.	A & C
D3	Safe Entry into Confined spaces using emergency escape breathing apparatus.	A & C
D4	Understanding of the operation of mechanical building systems.	A & C