St Catharine's College
Cambridge

College Electrician
Job Description

Department:	Buildings and Maintenance
Responsible to:	Maintenance and Compliance Manager
Location:	St Catharine's College, Cambridge
Hours of work:	37.5 hours per week, Monday to Friday
Contract type:	Permanent
Salary:	£37,000 - £39,000 DOE

Purpose of the role

We are seeking an experienced Electrician to join our busy maintenance team serving a varied portfolio of College properties who will assist with monitoring and maintaining electrical systems and promote a culture of safe working practices across the College. Works can be expected to range from maintenance and repairs to small scale installation work.

The successful candidate will need to have worked with older buildings, and installations that range from requiring a broad experience of electrical works in a non-domestic environment, to modern installations with a variety of control systems. Reporting to the Maintenance and Compliance Manager, and working closely with all College departments, the post holder will be the College's competent person for electrical standards and will be responsible for ensuring that all work is specified to current electrical regulations.

Primary Responsibilities

- Ensuring all electrical work carried out within the College premises conforms to current regulatory requirements. Be responsible for reporting any non-conformances for corrective action.
- Ensure all work is carried out with due regard to the Health and Safety at Work Act, the College Health & Safety Policy and protocols and all relevant current health and safety legislation.
- Undertake checks and testing (including ad hoc PAT testing) in accordance with relevant legislation, managing a schedule and keeping appropriate records to ensure College is compliant.
- To assist contractors and other trades as and when required and as directed.
- To ensure that all equipment for which the post-holder has responsibility, is securely stored and properly maintained.
- Assist with in-house projects and pricing materials. Supervising completion.
- Work with the Maintenance and Compliance Manager and Buildings and Maintenance Coordinator to ensure a safe department including but not limited to completing and reviewing audits, risk assessments and safe systems of work.

Other responsibilities include:

- Working collaboratively with colleagues across the College and with suppliers, contractors and other external partners as required.
- Carrying out any other duties that are within the scope, spirit and purpose of the post, and as requested by the Maintenance and Compliance Manager

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the postholder and line manager. The postholder may be required to take on different tasks commensurate with the level of the position and work collaboratively to support the overall work and aims of the College.

Person Specification

Personal and professional attributes

- Ability to prioritise tasks and manage deadlines
- High attention to detail
- Ability to work independently and as part of a team
- Continuous improvement and safety-first mindset
- Planning - whilst remedial works are a key focus that will require day to day planning, there will be a requirement to scope and present outline plans to develop and improve electrical issues as part of broader planned, preventative maintenance.
- Flexibility - the successful applicant will work as part of a team engaged in the maintenance of the College estate and should have the ability to work flexibly, use their initiative and both confidently and constructively contribute to the development of the team's working practices.
- Able and trained to work from ladders, steps and scaffolds as required.
- The post holder must hold a valid driving licence.

Qualifications and experience

- Experienced, qualified and working to 18th edition standards for maintenance, installation, testing and certification.
- Viewed as a Skilled-Person as outlined in BS: 7671 IET Wiring Regulations (2018).
- C&G Electrical Inspection and Testing (2391) qualified, or equivalent.
- Evidence of a sound working knowledge of health and safety requirements and applying that in practice.
- Experience working in listed buildings would be desirable
- Experience in Salto and BMS systems would be beneficial.
- A Health and Safety qualification would be advantageous but not essential.

Contractual information

- This is a permanent position, subject to the completion of a successful 3-month probation period.
- The full-time hours are 37.5 hours a week. Some flexibility around working hours may be required in order to meet the needs of the department. Some weekend work may be expected and dealing with emergencies on a call out basis will be required from time to time.