

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job description for the role of:

Multi Skilled Technician (Electrical) EHA0636-1214

Fixed term contract for 12 months

Responsible to: Maintenance Manager

Accountable to: FM Supervisor (Property Services)

About Facilities Management

Facilities Management is a multi-award winning team contributing to the continued success of a growing University business. We are committed to delivering success through customer care and are focused upon the development of our team members by creating an environment where individuals have opportunities for progression and become FM professionals.

About Our Team

FM Property Services provides a highly professional, integrated support service delivering 'front-of house' service to our staff, students and visitors to the University. We aim to provide an excellent, high-quality maintenance service to ensure Facilities Management effectively responds to our customers' request in an efficient and timely manner

About this Role

Reporting to the FM Supervisor, you will be part of a team responsible for delivering a safe, cost effective and efficient maintenance service in accordance with current legislation and Edge Hill University's policies and procedures. You will provide a multi skilled maintenance service, with a bias towards electrical maintenance, throughout the campus. You will be a member of the directly employed Property Services team, comprising of electricians, fitters, joiners, plumbers, decorators and maintenance assistants, to provide a professional service, undertaking all associated duties and using the appropriate equipment. Prioritising your workload, accomplishing tasks and ensuring acceptable standards of workmanship are essential.

With the support of the FM Supervisor, you will be expected to develop good working relationships to effectively communicate and work collectively with fellow team members and University colleagues to provide a service that meets the requirements of the Property Service specifications and service level agreements (SLA's.)

About you

You will be a time served electrician with experience in a large organisation. You will have a good knowledge of standards and best practice within the electrical industry and you will be expected to assist other Maintenance Technicians on new work and repairs as well as carrying out other tasks as directed by the Maintenance Supervisor.

Specific Responsibilities

- You should be able to undertake duties within the electrical trade with the minimum of supervision and must be prepared to attend appropriate training and development sessions as are deemed necessary by the management team and in accordance with your structured development plan.
- Understand and comply with all relevant legal and company standards and policies for Health & Safety and work to the requirements of the IEE regulations.
- Understand and competently work on a wide range of electrical systems including fault finding, testing, alteration, maintenance and repair.
- Safely inspect, identify and determine the extent of all allocated works and use appropriate techniques, materials and tools to undertake the works carried out by an electrician whilst following and using methods of good practice according to current legislation.
- Adequately read and interpret electrical drawings and instruction manuals.
- Safely and competently use tools and equipment associated with the electrical trade and general maintenance activities undertaken by the maintenance team, with training where required.
- Safely erect, work off and dismantle various types of scaffolding, ladders and platforms normally used for the purpose of carrying out works etc. For example, mobile tower scaffolding. This includes the use of fall arrest systems where applicable.
- Have an understanding and interest in energy management, sustainability and building management systems.
- To monitor and record material and tool stock levels ensuring adequate stock is available advising line management of any shortfall.
- Ensure that service delivery meets the requirements of the service level agreements (SLAs) and work schedules at all times. Work should be completed on a timely basis and to a consistently high standard.

- Respond to and follow customer requests, concerns and problems to the customer's satisfaction. The post holder will be expected to make a positive contribution towards providing an excellent customer service.
- Carry out monitoring and testing of the University swimming pool, including some out of hours cover.
- To continually promote and support a "team spirit" within the Property Services team. Recognise the importance of 'teamwork' in achieving the departmental objectives and to contribute effectively in developing our service.
- Self-motivated and able to work with minimum supervision.
- Demonstrate the ability to develop new skills, train others and provide training to fellow team members.
- Undertake administrative duties as required by the role. This includes time sheets, test forms and other aspects of the works requisition system.
- Have an understanding of I.T. and mobile devices in order to be able use the job requisition system effectively.
- Identify technical and personal development requirements in support of the above.
- Having a flexible attitude to work is essential as the post holder will be required to work outside of their normal working hours, depending upon the scheduling of work and must make themselves reasonably available for emergency call outs.

Additional Details

- Support and participate in the development of a comprehensive business and action plan.
- Operate in accordance with both University-wide and departmental-specific policies and procedures.
- Demonstrate a positive, proactive and flexible approach in delivering a high quality customer-focused service.
- Adopt professional behaviours, attitudes and body language at all times, setting an example for others.
- Actively participate in achieving the outcomes of the FM Vision.
- Clothing, including appropriate personal protective equipment (PPE), is provided.

The list of responsibilities is not exhaustive and other duties, appropriate to the grade, may be added or substituted at any time.

In addition to the above all Edge Hill University staff are required to:

- Adhere to all Edge Hill University's policies and procedures, including Equality and Diversity and Health and Safety,
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons,
- Undertake appropriate training and development as required,
- Participate within the University's Performance Review Development Scheme
- Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner.
- Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 4, Points 15-18
£20,198 - £22,029 per annum

Hours: 36¼ hours per week, Monday – Friday 10am – 6pm

Candidates are advised that a service review is currently being undertaken and working hours may be subject to change

Hours of work are provided as an indication of your normal working pattern. However, flexibility is an essential part of any post at Edge Hill University (and therefore a requirement of any post holder) and dependent on the needs of the service, these hours can be changed by giving one weeks' notice.

You will also be required to work additional hours or weekends (where this is not a normal part of your working week) for e.g. Open Days, Visiting Days, Graduation Ceremonies, Welcome Sunday and Function and Events

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Multi Skilled Technician (Electrical) EHA0636-1214

Fixed term contract for 12 months

Applicants should provide demonstrable evidence of their ability to meet the following criteria:

	Essential	Desirable	Assessment Method: A – Application I – Interview T - Test
Qualifications			
The post holder should be a time served electrician qualified to IEE 17th Edition certification.	*		A / I
Health and Safety qualification e.g. CSCS, IOSH		*	A / I
Good standard of education in Mathematics and English.	*		A / T
Experience and Knowledge			
Extensive knowledge and experience in the electrical trade and/or multi skilled maintenance service in a large organisation	*		A / I / T
Experience of working as part of a multi skilled team.	*		A / I
A good working knowledge of Health and Safety in the workplace.	*		A / I
A good knowledge of computers and experience of using Microsoft Office applications including Excel, Word and Outlook	*		A / I / T
Experience of administrative procedures associated with maintenance, including time sheets and works requisitions		*	A / I
Working experience in a front-line customer service environment with evidence of excellent customer service skills and the ability to effectively respond to customer requests and resolve issues to a satisfactory conclusion	*		A / I
Knowledge and experience in the management of asbestos		*	A / I
Abilities and Skills			
Proven experience of working on a wide range of electrical systems including fault finding, testing, alteration, maintenance and repair	*		A / I

	Essential	Desirable	Assessment Method: A – Application I – Interview T - Test
Experience of working on building management systems (TREND)		*	A / I
Able to plan & prioritise your own work to meet the needs of the service	*		A / I
Able to be flexible and responsive to the needs of the role including assisting other trades or departments if required	*		A / I
Able to participate in overtime and call out arrangements	*		A / I
Able to maintain confidentiality	*		A / I
Able to communicate effectively and to follow instructions	*		A / I
Ability and willingness to use own initiative and be proactive	*		A / I
Ability to undertake physical duties such as lifting, carrying, erecting scaffold, driving & operating MEWPS	*		A
Hold a current, clean driving licence		*	A

JOB HAZARD ANALYSIS

Multi skilled technician (electrical)

The following analysis identifies the potential hazards associated with this specific role.

Please note that suitable and sufficient risk assessments and standard operating procedures have been developed and measures are in place to manage the risks of each hazard identified.

Hazard Type	R	F	S
Physical			
Working in the external / outdoor environment	*		
Extreme conditions e.g. very low / high temperature environments			*
High noise levels			*
Working at height	*		
Use of hand tools or machinery	*		
Use of machinery			*
Occupational Driving			*
Biological			
Food handling / preparation	N/A		
Exposure to bodily fluids			*
Ergonomic			
Manual Handling e.g. lifting, moving etc.	*		
Repetitive movements e.g. climbing, crouching etc.	*		
Use of Display Screen Equipment		*	
Chemical			
Harmful substances e.g. solvents, liquids	*		*
Ionising Radiation	N/A		
Psychological / Social			
Working with vulnerable / at risk groups	*		
Lone working	*		
Shift working / night work / on-call duties			*

- R Regularly** Activity is undertaken on a daily basis
F Frequently Activity is undertaken on a weekly basis
S Seldom Activity is undertaken on a less than weekly basis