

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: ELECTRICIAN

RESPONSIBLE TO: Assistant Estates Manager

RESPONSIBLE FOR: -

Main purpose of post:

To maintain and carry out installation maintenance and repairs regarding electrical and mechanical installations and equipment within the College and to assist the Estates Manager as required.

Responsibilities:

- 1 To carry out electrical, mechanical, and general maintenance works within the College as directed by the Assistant/Estates Manager.
- 2 To employ safe working practices and ensure that any work is carried out with due regard to the health and safety of those who use and work in the building(s).
- 3 To carry out any planned preventative maintenance, reactive maintenance and temporary emergency work required.
- 4 To undertake driving of college transport in connection to maintenance duties.
- 5 To identify and report faults and advise the Assistant/Estates Manager of areas requiring attention.
- 6 To assist in the development of an electrical planned maintenance system
- 7 To work outside normal working hours as required.
- 8 To be aware of and abide by the College health and safety procedures and associated policies.
- 9 Proactively implement the College's policies and procedures.
- 10 To undertake any other relevant duties that may reasonably be requested by the principal.

This job description will be reviewed annually as part of a process of appraisal.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

Date: May 2022	Signature:
Issue No: 3	Ref: Jobdesc/Electrician

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PERSONNEL SPECIFICATION

POST: ELECTRICIAN

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant experience in Electrical work	Experience of dealing with premises/ facilities issues	Application form & interview
EDUCATION & TRAINING	NVQ Level 3 qualification or equivalent BS7671 IEE 18 th Edition	C&G 2391 Inspection and Testing or equivalent Attendance on health & safety courses Health & safety qualifications	Application form & qualification certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent knowledge of Electrical developments Confident in dealing with people Excellent awareness of Health & Safety issues Good organisational skills		Application form & interview
ADDITIONAL FACTORS	Ability to work under pressure Able to work on own initiative Flexibility to work across all College sites Commitment to customer care The College is committed to Equality & Diversity,	Full driving licence Ability to use own transport	Application form & interview

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Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.