

JOB TITLE: Electrical Maintenance Operative

REPORTS TO: Electrical Supervisor

DEPARTMENT: Estates

DATE: December 2018

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

OVERVIEW:

Founded in 1850 and set in the village of Bradfield in rural Berkshire, Bradfield College enjoys a well-established reputation for being one of the country's leading co-educational, independent boarding schools. The College welcomes pupils from the UK and overseas with the pupil body numbering approximately 780, boys and girls, from 13 to 18 years of age.

Bradfield College's Estates Department delivers a wide range of facilities management to support the operation of the College, including all aspects of planned preventative and reactive maintenance.

JOB PURPOSE:

To take a proactive approach to the maintenance of the electrical infrastructure at the College ensuring all works conform to the appropriate electrical standards. This role covers working across the entire estate of around 30 commercial and 100 domestic properties, predominantly consisting of reactive/responsive repairs with some elements of minor planned maintenance.

To deliver a quality service to all College customers and stakeholders in accordance with the College objectives and strategy

Demonstrate an understanding of health and safety and actively promote a positive culture towards it throughout your role

PRINCIPAL ACCOUNTABILITIES:

Service Delivery

Carry out general electrical installation, maintenance and remedial works to the Colleges electrical infrastructure in accordance with BS 7671 as amended. Including the undertaking of lighting and power circuit installs, repairs, fault finding/upgrades, remedial work, testing and inspection.

Diagnose malfunctioning systems, apparatus and components using test equipment and hand tools to locate the cause of a fault and correct the problem.

Be a member of the Estates trade out-of-hours call out rota for emergency electrical issues.

Contributing to and taking responsibility for College oversight of selected projects, working with other Estates trades and dealing with contractors from time to time.

Demonstrate flexibility by adapting to changing requirements and customer needs.

Provide support, guidance and assistance to the Energy, Project & PPM Manager and Electrical Supervisor in relation to electrical matters and in identifying opportunities for improvements

Health and Safety

Carry out all duties having due regard for the health and safety of yourself and others, in accordance with the College's Health and Safety Policy.

To maintain work areas under control and provided working tools and equipment in a safe and tidy condition at all times

Maintain an up-to-date awareness of statutory and mandatory legislation and industry best practice relating to the scope of the role. Make recommendations and implement any relevant changes on site in conjunction with the Electrical Supervisor to ensure that Bradfield College conforms to best practice.

Financial Management

Follow the Estates Departments PO process when ordering goods and services.

Think and act pro-actively to deliver cost effective solutions to the College.

Supporting the College

To support other Estate teams in relevant tasks and carry out any other reasonable work as and when necessary

Coordinate works to support other departments and Bradfield Enterprises in College operations and the preparation for functions and events.

QUALIFICATIONS KNOWLEGE AND EXPERIENCE:

- Minimum 2 years' experience, post qualification.
- Strong electrical background within a similar commercial or domestic setting
- Fully qualified electrician with relevant and appropriate qualifications
- Knowledge and understanding of BS7671 as amended.
- City and Guilds 2391 or equivalent Test and Inspection ideal, but not essential
- Health and safety qualification
- Experience of working in an educational environment ideal, but not essential
- Full and relevant driving licence
- Knowledge of NICEIC paperwork or similar

SKILLS:

- Proven inter-personal and customer communication (all forms), including the ability to develop relationships, liaise, negotiate and influence.
- Excellent customer relations skills
- Ability to encourage and motivate staff in a team environment
- Organised/methodical and used to managing own work schedule
- Ability to work to tight timescales within a pressurised environment

PERSONAL QUALITIES

- Drive and motivation
- Initiative and creativity, with a desire to challenge existing methods and processes
- Inquisitive and keen to deliver business improvements
- Positive champion of the H&S agenda

BRADFIELD COLLEGE

JOB DESCRIPTION

- Attention to detail
- A customer service mind-set, with a desire to consistently deliver high standards
- Keen to contribute positively to the College ethos within a dynamic environment

This College is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

You may be required to undertake such other reasonable duties from time to time as the College may reasonably require.

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