

JOB DESCRIPTION

Job Title:	Maintenance Technician (Electrician)
Department:	Estates c/o Corporate Services
Contract:	Full-time, permanent
Salary Range:	£26,715 - £30,046 p.a.
Salary Grade:	SS4
Report To:	Maintenance Technician/Supervisor
Job Purpose:	To carry out maintenance (Electrician) duties throughout UCB's existing sites and any future developments, ensuring the highest levels of customer service and student experience.
Main Duties & Responsibilities:	<ol style="list-style-type: none"> 1. To deliver reactive, planned and preventative maintenance tasks across UCB sites. 2. To carry out a wide range of electrical tasks including installation, fault-finding and repairs. 3. To ensure work requests are carried out to a high quality, delivered to schedule and with minimum disruption; to undertake duties with a view to providing the highest standard of customer service and student experience. 4. To liaise with the Estates team to ensure all activities undertaken are carried out in a safe manner; to wear appropriate PPE; to ensure that the health, safety and welfare of employees, clients, visitors and contractors are not compromised. 5. To be responsible for the maintenance stores, ensuring that consumables and tools are kept organised, serviced, clean, tidy, secure and accounted for. 6. To maintain stock levels of spare parts and other appropriate resources. 7. To make regular inspections of all plant, equipment and buildings to bring to the attention of the Maintenance Technician/Supervisor the condition of these areas. 8. To keep abreast of relevant developments in the field, including practices, techniques, equipment and legislation. 9. To supervise external contractors on sites where appropriate.

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	<ol style="list-style-type: none">10. To liaise with appropriate personnel to discuss and agree programmes of work.11. To have the ability to work independently/without the need for supervision and validate work to ensure compliance with professional standards.12. To supervise the work of Apprentices in line with area(s) of specialism.13. To ensure practice is in line with the requirements of the General Data Protection Regulations.14. To commit to upholding the principles of Safeguarding and the PREVENT agenda.15. Any other duties commensurate with the nature and grade of the post.
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PERSON SPECIFICATION

Post:	Maintenance Technician (Electrician)	Weighted criteria
Experience:		
1	Experience in all aspects of electrical work.	X
2	Experience of building maintenance in highly serviced buildings.	X
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Skills & Abilities:		
6	Strong oral and written communication skills; the ability to liaise effectively with a range of stakeholders as required.	
7	IT literacy.	
8	Ability to work both independently with initiative, and collaboratively within a team.	
9	Proven planning, organisation and problem-solving skills; ability to manage competing priorities and work under pressure.	
10	Ability to safely use a range of role-specific equipment.	
Education & Qualifications:		
11	Recognised electrical work qualification/apprenticeship.	X
12		
13		
14		
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Training & Professional Development:		
16	Record of relevant professional development.	
17	Relevant Health & Safety training and knowledge.	
18	IET 18 th Edition Qualified	X
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Other:		
21	Flexible approach to work with a willingness to work across sites and during evenings/weekends/on-call rota as required.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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