

JOB DESCRIPTION

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| POST TITLE: | Electrical Services Officer |
| DEPARTMENT: | Estates – Operations - Maintenance Operations |
| SUB-DEPARTMENT | Maintenance Operations- Electrical Services |
| POST RESPONSIBLE TO: | Electrical Services Maintenance Manager |
| POST RESPONSIBLE FOR: | 2-4 x Electrical Supervisor and 6 Electrical Technicians |

Job Purpose:

Assist in the management of the Electrical Services section with regard to maintenance of electrical services systems. To ensure that all statutory maintenance requirements are completed and documented, and that planned and reactive maintenance is delivered in accordance with the University service level agreements.

Duties and Responsibilities:

Management and organisation

Manage the directly employed labour in accordance with University policies and guidance for staff management.

Prioritise and schedule statutory, planned and, reactive maintenance, defect repairs and minor works, organize and deploy directly employed labour, engage specialist contractors as required, monitor service delivery standards to comply with all necessary legislation and to the University's accepted standards.

Provide clear direction on maintenance standards, prioritise and schedule statutory, planned and, reactive maintenance, defect repairs and minor works, organise and deploy directly employed labour, engage specialist contractors as required, monitor service delivery standards to comply with all necessary legislation and to the University's accepted standards.

Management of section workshops, property, vehicles, tools and equipment in accordance with University policies and guidelines.

Assist with development of procedures and processes to contribute to the Estates Maintenance Strategy in support of the Universities Strategic Asset Management Plan.

Carry out Safe Systems of works e.g., Risk Assessments, CoSHH assessments and ensure compliance.

Carry out and record regular H&S inspections as defined by the Maintenance Management Team and implement closure of actions. Carry out regular dip checks on staff performance.

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Assist in the production and evolution of apprentice training program. Implement training program and monitor progress both practically and academically. Provide support and mentoring for all apprentices working within the section.

Management of specialist contractors:

Provide contract and technical support for the management of contractors:

- in accordance with all University policies and guidance for the management of contractors ensuring that work is undertaken to the University accepted standards and demonstrates value for money.
- liaising with contractors and explain the problems so that the contractor can evaluate a repair solution and take over the work in a safe and timely manner.
- ensure compliance with health and safety regulations, issuing appropriate permits, reviewing of Contractor's competence, risk assessments and method statements.
- reviewing Contractor's works schedules to ensure University's statutory compliance obligations are achieved, ensuring timeliness of the maintenance activity/repair/installation, manage relationship with the contractor, accepting handover of completed works back from the contractor ensuring all certification, service records and reports are received in accordance with contract service level agreements.
- provide regular feedback to the customer on the status of any repairs, review any actions taken and monitor repairs/installations to ensure business continuity.
- undertaking regular Contractor's performance reviews and reviewing invoices against work completed.
- Assist in the writing of specifications for tenders.

Technical

Provide technical support and advice to all staff and contractors who have responsibility for maintaining complex electrical systems and networks across the University and arrange the necessary training to enable staff to perform their required duties.

Carry out practical site work where necessary to aid, assist and assess the supervised workforce and contractors.

Undertake technical and incident investigations as required by line manager, generate written reports to confirm findings, works completed, recommendations and maintain appropriate records.

Ensure appropriate Permits are in place via the Permit Office and review all supporting health and safety documentation, risk assessments, method statements, training records etc.

Act as a Senior Authorised Person to provide, arrange and supervise switching, HV maintenance and associated works across the Universities 11kV network.

Promote a proactive culture towards reducing energy usage throughout the campus.

Provide historical performance and reliability data, technical advice and support to the department and specialist contractors, assist with contract specifications for complex maintenance projects

Oversee emergency response in line with the University Business Continuity plan

Support line manager to provide technical advice, works specification input and budget cost plans to assist in compiling the Estates 5 year financial plans. Undertake administrative duties, including provision of management information as required by line manager and the Estates office.

Communication

Communicate relevant information to the directly employed labour via regular team meetings and maintain good communication with other departments where maintenance activities will impact on the building users' operations.

Arrange building services shutdowns with customers and building users.

Liaise with Estates and other University departmental staff to advise and assist with maintenance and defect repairs scheduling.

Liaise with the stores' manager for ordering, delivery and collection of section consumables.

Financial

Provide estimated cost for contracted services, minor works, arrange small works projects in line with the Estates department guidelines using approved contractors and the Estates' quote and tender limits policy, ensure work is completed to program, within budget, conforms to legislative requirements and to the University accepted standards.

Advise the budget holder with the product specifications and budget costs for specialist plant, tools, equipment and consumables required by the Estates Office/section

General

To participate in the Maintenance Operations on call system as required.

To undertake any other duties from time to time that may be required, commensurate with the grade of the post

PERSON SPECIFICATION

POST TITLE: Building Fabric Officer

DEPARTMENT: Estates – Operations - Maintenance Operations

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

| REQUIREMENTS The post holder must be able to demonstrate: | ESSENTIAL (E) OR DESIRABLE (D) REQUIREMENTS | MEASURED BY: a) Application Form b) Test/Exercise c) Interview d) Presentation |
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| Recognised electrical apprentice background or equivalent & demonstrable experience in the electrical services industry, NVQ L3 – Electrical installations or maintenance, C&G 236 part 1, 2 and C or 2330 L2 & 3 Electrical Installations. | (E) | A & C |
| Proven work experience of having worked within the building services sector, including commercial, industrial and domestic equipment, undertaking electrical installation/maintenance works. Experience of planned preventative maintenance systems. | (E) | A & C |
| Experience of managing direct labour and specialist contractors on maintenance, defect repairs and minor projects. | (E) | A & C |
| Technically competent in building maintenance, building electrical biased, thorough knowledge and understanding of diverse and complex building systems. | (E) | A & C |
| Proven ability to assess problems, provide solutions and mobilise resources and expertise to implement solutions to complex problems. | (E) | A & C |
| Good verbal and written communication skills to enable the post holder to report on actions taken to remedy faults and to understand O&M manuals. Good customer service skills. | (E) | A & C |
| Autonomous and self-starter is essential with excellent organisational skills and the ability to prioritise, maintain records, action plans and documentation up to date at all times is essential. | (E) | A & C |
| Computer literacy with Microsoft Outlook, Word, Excel, PowerPoint, MS Project is required. | (E) | A & C |

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| Good understanding of statutory compliance and the Health and Safety requirements for themselves, staff and contractors at all time, job specific and generally. An up-to-date awareness of Health and Safety is required. | (E) | A & C |
| Must be a good negotiator and have the ability to empathise with customers needs to provide and promote excellent customer service. | (E) | A & C |
| Experience of the safe use of Hydraulic/Manual lifting platforms. | (E) | A & C |
| Experience of the safe use and erection of mobile tower scaffolding. | (E) | A & C |
| Knowledge of safe entry into confined spaces using emergency escape breathing apparatus. | (E) | A & C |
| Knowledge of fire alarm systems fire alarm systems in accordance to BS 5839. | (E) | A & C |
| Post holder can expect to be contacted by any member of staff, university user or external company or contractor as the section representative. | (E) | C |
| Approved High Voltage Switching Training/Experience | (D) | A & C |
| Nebosh/IOSH National General Certificate in Health and Safety | (D) | A & C |
| City and Guilds 2382, BS7671 Wiring Regulations | (D) | A & C |
| BTEC HNC Electrical or Building Services | (D) | A & C |
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