

Candidate Information

Position: Approved Electrician
School/Department: Estates Services
Reference: 22/110218
Closing Date: Monday 26 September 2022
Salary: £28,762 per annum
Anticipated Interview Date: Thursday 13 October 2022

JOB PURPOSE:

To provide an effective and efficient installation, maintenance and repair service on all electrical installations, equipment and assist with maintenance of electrical elements of mechanical plant or installations within the University.

MAJOR DUTIES:

1. Carryout general installation, maintenance, emergency repairs, inspection and testing of electrical network and equipment to the current IEE regulations.
2. Survey, maintain and repair emergency lighting systems throughout the site and update written records.
3. Test and inspect electrical and mechanical equipment to ensure they are in safe working order and carry out repairs as per insurance reports, e.g. electrical switchboards, mechanical plant and testing of RCDs.
4. Check all electrical services are maintained in a safe manner and report any faults or defects to ensure the safety of students/staff.
5. Carry out a given programme of work including, repairs and emergency breakdowns, planned preventative maintenance schemes and minor improvements as directed.
6. Utilise computer information technology as required to operate the Computerised Aided Facilities Management System (Planon) including, carrying/operating PDA/Tablet devices if required.
7. Undertake and assist contractors with the safe isolation and testing of LV Electrical equipment and supplies to include generator and CHP plant.
8. Liaise with contractors where they are required to replace plant or carry out maintenance activities to support the needs of the University and the maintenance service.
9. Prepare and maintain accurate manual and computerised records and schedules in relation to Health and Safety, maintenance, plant and equipment, work records.
10. Assess individual tasks and plan work required, respond to emergencies as they arise.
11. Plan adequate materials and equipment are available to meet specific tasks and prioritise daily work schedule to ensure objectives are met. Prepare schedules of materials and equipment for orders to be placed.
12. Responsible for maintaining documentation and providing reports.
13. Responsible for maintenance/security of related equipment and materials.
14. Plan tasks and work required, respond to emergencies as they arise.
15. Discharge all relevant Health and Safety responsibilities, make suitable arrangements and provisions to ensure safety of colleagues, students, and any other users of the University appropriate to their position.
16. Drive vehicles as required including carrying out vehicles checks and completing associated log sheets.
17. Available out of hours for emergency call-outs for University events and University buildings, working on a call out rota and also willing to carry a QUB mobile phone.
18. Assist in adoption of development projects including providing written details of defects and suggested improvement measures.
19. Daily contact with DLO Manager, charge-hand, colleagues, university staff, students, external suppliers, contractors and members of the public.
20. Other duties as requested by the Director of Estates.

ESSENTIAL CRITERIA:

1. Recognised trade apprenticeship in Electrical Engineering or NVQ level 3 Certificate (Electrical).
2. CSR (Craft) card.
3. 3 years recent, post apprenticeship electrical trade experience in maintaining building services systems and plant in a similar environment to the University. To include experience of:-
 - IEE 18th Edition wiring regulations.
 - Maintenance work and fault finding.
 - Emergency lighting.
 - Controls associated with boiler, heating and ventilation plant in large buildings.
4. Practical working knowledge of electrical systems.
5. Comprehensive knowledge of relevant building and maintenance systems, equipment and processes.
6. Understanding of quality standards and customer satisfaction.
7. Well developed understanding of relevant regulations and procedures including Health and Safety requirements , Working at Heights, Legionella and Asbestos management.
8. IT literacy, analytical and problem solving skills.
9. Organisational and time management skills with ability to plan and organise short term activities.
10. Carryout written or oral instructions.
11. Good communication and interpersonal skills.
12. Able to work on own initiative and be part of a team.
13. Valid full UK driving licence.
14. Valid CSR card.
15. Available out of hours and work on a call out rota.
16. Willing to carry a work phone and iPad.

DESIRABLE CRITERIA:

1. GSCE (or equivalent) in Mathematics and English.
2. City & Guilds Advanced Craft Certificate (Electrical) – CG236 Part 2 or Equivalent Qualification.
3. JIB approved electrician.
4. 18th Edition wiring regulations certification.
5. City & Guilds 2391- Inspection and Testing
6. 5 years recent, post apprenticeship electrical trade experience in maintaining building services systems and plant in a similar environment to the University.
7. Experience of working to demanding timescales and of amending schedules to ensure deadlines are met on reactive and planned maintenance activities.
8. Experience that will demonstrate:
 - Use of Elevation equipment;
 - Use of Scaffolding;
 - Asbestos awareness.
9. Ability to carry out risk assessments and method statements.
10. Knowledge and use of Computer-Aided Facilities Management Systems – CAFM and Building Management Systems - BMS.

ADDITIONAL INFORMATION:

If Shortlisted, candidates will be required to provide a copy of qualification, Craft Card and driving licence at interview.