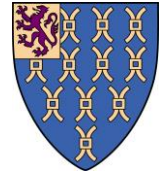


# LINCOLN'S INN JOB DESCRIPTION



**Job Title:** Senior Electrician  
**Department:** Estates  
**Reporting to:** Head of Projects & Facilities Management  
**Supervised by:** Works Supervisor

## Post Objectives

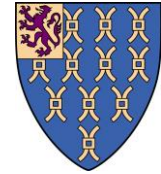
To undertake general electrical maintenance and installation work in accordance with good work practices including industry-recognised standards and regulations and to assist allied trades and contractors employed by the Inn.

## Main Duties

The following list of duties is indicative of the nature of the post. Priorities, timescales and standards will be set in agreement with management, recognising the level of professional competence of the post-holder.

1. To carry out reactive and planned electrical maintenance works, including defect diagnosis, repairs and installation works.
2. The post holder will be expected to organise, oversee and assist in the management of programmes of maintenance work, including initial inspection/diagnosis/repair and liaison and supervision of term maintenance contractors and specialist contractors/sub-contractors, such as Lutron lighting, BMS, access control, fire engineering, mechanical engineering and the like, primarily for the new development buildings and other collegiate buildings, but where necessary for chambers, tenanted and residential.
3. To carry out electrical checks on new and existing installations and prepare the necessary reports and certificates.
4. Be familiar with the operation of electrical and electronic plant, such as, air handling units, boilers, water heaters, pumps, motors and BMS systems and be able to carry out minor repairs and reports on maintenance requirements.
5. To assist other trades and on an occasion assist in other areas of work within the Estates Department, including stocktaking, clerical work, telephone responses etc.
6. To comply at all times with the Inn's health and safety policy for the health and safety of staff, members and visitors.
7. To undertake any such self-development and training as is appropriate to the post and within the capability of the post-holder.
8. To undertake any other duties commensurate with the post.

# LINCOLN'S INN PERSON SPECIFICATION



**Job Title:** Senior Electrician  
**Department:** Estates  
**Reporting to:** Head of Projects & Facilities Management  
**Supervised by:** Works Supervisor

## Requirements

1. Qualified to a minimum of C&G 2381 and 2391 testing & certification 18<sup>th</sup> Edition.
2. Able to understand specialist systems such as Lutron, access control, BMS etc., assess first pass fault diagnosis/rectification and oversee/QA specialist contractors as required.
3. Able to demonstrate solid post-qualification experience of general electrical maintenance and installation work.
4. Familiar with the operation of electrical plant such as, air handling units, boilers, water heaters, pumps and motors with experience of carrying out minor repairs and logging maintenance requirements.
4. Approach all tasks with enthusiasm and be positive and helpful.
5. Good interpersonal skills to work with your colleagues as a team on a consistent, long-term basis, and to influence others through effective clear communication, both verbally and in writing.
7. Physically fit and able to work at height.
8. Portable Appliance Testing – be trained or willing to undertake training.
9. Able to be flexible and use own initiative with an aptitude for problem solving.
10. An ability to identify and meet the needs of both internal and external customers so as to deliver a high-quality service.
11. Demonstrate honesty and integrity in everything you do.
12. Excellent planning and organisational skills with the ability to use own initiative and prioritise a busy workload with minimum supervision.