

**Job Title:**                    Senior Electrician

**Department:**               Works Department

**Reporting to:**              Senior Facilities Manager

**Responsible for:**         Not applicable

# Post Objectives

To be responsible for and to undertake maintenance and repair of commercial and domestic electrical installations in accordance with good work practices, industry recognised standards and regulations. Also, to undertake other mechanical and plumbing works as required 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 Planned Preventative Maintenance, reactive repairs and installations on the Inn’s electrical systems, as well as for plumbing and mechanical systems. Report on findings and works undertaken.
2. To undertake inspection and testing of the Inn’s electrical systems and to ensure certification is maintained and up to date.
3. To trace and rectify faults with the Inn’s electrical systems in conjunction with the Inn’s Building Management Systems (BMS) Contractor as and when required.
4. To work with the Works Supervisor and Gas Safe Engineer and Deputy Works Supervisor in planning completion of the CAFM Generated PPM programme and delivering allocated PPM maintenance tasks.
5. To use the Inn’s CAFM System via a PDA or PC as appropriate for the administration of, and reporting on, reactive and planned maintenance works.
6. To generate and hold hard and soft copies and keep chronologically filed electrical installation and maintenance certification, COSHH sheets and other certification on the Inn’s CAFM system.
7. Be familiar with the operation of plant, such as, air handling units, boilers, water heaters, pumps and motors, and be able to carry out minor repairs and report on maintenance requirements.
8. To assist other trades and on an occasion assist in other areas of work within the Estates Department.
9. To always comply with the Inn’s health and safety policy for the health and safety of staff, members and visitors.
10. To undertake any such self-development and training as is appropriate to the post and within the capability of the post-holder.
11. To carry out clerical duties, answering the telephone, taking messages and stocktaking when required.
12. To present themselves for work punctually and dressed appropriately for the role.
13. To undertake any other duties commensurate with the post.



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**Criteria:**

1. Qualified to a minimum of:
2. 18th Edition of the Wiring Regulations BS 7671:2008 (Requirements of Electrical Installations - City & Guilds 2382-18 Level 3)
3. City & Guilds 2391-52 inspection & testing
4. Electrotechnical NVQ at Level 3 or a Mature Candidate Assessment Qualification
5. Hold an ECS (Electrotechnical Certification Scheme) Gold Card from the JIB.
6. Able to demonstrate a minimum of five years solid post-qualification experience of general electrical maintenance and installation work.
7. Familiar with the operation of plant such as, air handling units, boilers, water heaters, pumps and motors with experience of carrying out minor repairs and logging maintenance requirements. BMS experience is desirable but not essential.
8. Able to work as part of a team in order to complete a project.
9. Able to communicate clearly and effectively, both verbally and in writing.
10. Physically fit and able to work at height.
11. Able to trace and rectify faults with knowledge of control panel wiring.
12. Portable Appliance Testing – be trained or willing to undertake training.
13. Able to use own initiative with an aptitude for problem solving.