Job Description

Job title	Apprentice Electrician
Department	Maintenance Operations – Electrical Services
Grade	Apprentice Salary

Job purpose (a brief summary of the role)	To assist the Electrical Services Supervisor and Electricians in maintenance, repair and minor installation of a wide range of electrical and mechanical systems throughout the University campus, ensuring all statutory, planned and breakdown works are completed safely and cost effectively.
Duties and responsibilities	1. Under close supervision, assist in responding to individual job requests via the job notification system, phone and radio, across campus and deal with emergency situations ensuring each job is seen through to completion on systems which include; • Power supplies • Emergency Lighting Systems • Lighting and Lighting control systems • Alarm systems • Motors • BMS Controls • Portable appliances 2. Under close supervision, assist in providing a planned maintenance service ensuring compliance with statutory testing and inspections including; • Periodic Inspection and Testing • Emergency Lighting Testing • Fire Alarm Testing • Portable Appliance Testing • Defective repair works 3. Maintain a safe working environment at all times and ensure work areas are left clean and tidy on completion. 4. Maintain standards set in the Standard Operating Procedures manual within the Department. 5. Ensure best practise is followed in the use of electrical equipment, any faults are reported following the agreed process to ensure a safe good working order at all times. 6. Ensure the correct use and storage of all equipment. 7. Ensure all Health and Safety Regulations are adhered to at all times and understand your responsibilities as an employee under the Health and Safety Act 1974. 8. Ensure correct and clean uniform is worn at all times. <u>Apprenticeship</u> 1. As part of the Apprenticeship scheme the apprentice will attend college as required and complete coursework in a timely manner.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to GCSE level or equivalent, including English and Maths grade C or above.	A
E2	Prepared to work towards an Intermediate Apprenticeship in Electrical Maintenance.	A & B
E3	A general interest in electrical installation and maintenance.	A & B
E4	Good communication/interpersonal skills with an ability to interact with a range of people.	A & B
E5	Ability to work well under pressure.	A & B
E6	Ability to prioritise.	A & B
E7	High level of attention to detail and accuracy.	A & B
E8	Keen to develop and contribute new ideas and skills.	A & B
E9	Ability to work as part of a team.	A & B
E10	Ability to learn and adapt to new skills.	A & B
E11	Clean tidy and presentable appearance.	B
E12	Ability to follow instructions.	A & B
E13	Ability to undertake manual handling tasks.	A & B
E14	Ability to use electrical equipment, under close supervision.	A & B
E15	Able to work within the organisation's working hours/pattern between the hours of 8am to 4pm on a 5 day basis (at total of 36.5 hours per week).	A & B