

April 2019

Thank you for your interest in the post of Electrician. Please find attached the following information:

- Job description
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter to:  
[helen.dearing@westdean.org.uk](mailto:helen.dearing@westdean.org.uk)

Tel: 01243 818 247

**Closing date for applications: Tuesday 22 April 2019.**

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Electrician
<b>DEPARTMENT/DIVISION</b>	Estates
<b>REPORTING TO:</b>	Clerk of Works
<b>MAIN PURPOSE OF JOB:</b>	To undertake installation, maintenance and repair work relating to all electrical installations within the Foundation's property and to test all such work to regulatory and industry standards.

## GENERAL DUTIES AND RESPONSIBILITIES

1. Carry out electrical works to Foundation properties to the required standard, including repair and installation.
2. Test fixed and portable electrical equipment and installations within Foundation properties, following the correct procedures i.e. PAT to ensure regulatory and industry standards are met.
3. Liaise with other trades in the Buildings Maintenance Team to ensure that any associated works are carried out.
4. Liaise with contractors on electrical installations to ensure that works undertaken are carried out safely to ensure regulatory and industry standards are met.
5. Liaise with the Clerk of Works to ensure that fire alarm system is tested on a weekly basis and ensure that any faults are handled with immediate effect.
6. Ensure that the emergency lighting is tested on a weekly basis and ensure that any faults are handled with immediate effect.
7. Maintain and clean the ventilation fans across the Foundation on a regular basis.
8. Liaise with the Conference & Events team to ensure planning, implementation and maintenance of electrical work during outdoor events including during set up and take down. Ensure cover is available for any faults that may arise during the event.
9. Ensure that the Clerk of Works or Maintenance Team Supervisor are made aware of any electrical installation considered to be defective or dangerous.
10. Liaise with the Estates Administrator to ensure appropriate levels of materials and stock are maintained.

11. Maintain detailed records of maintenance and installation work undertaken.
12. Assist other trades when required.
13. Ensure that appropriate standards in respect of Health & Safety are maintained and attend training as required.
14. Build and maintain excellent working relationships, both internally and with external partners and suppliers.
15. Undertake any other duties as may be reasonably requested by the Clerk of Works.

This job description is subject to regular review in consultation with the post holder.

## PERSON SPECIFICATION

### Experience

Minimum of 5 years' experience as an Electrician	Essential
Demonstrable knowledge of Health & Safety legislation and practice	Essential
Experience in working on both modern and historic buildings	Desirable

### Education / Qualification

City & Guilds 2382, 18 edition wiring regulations	Essential
City & Guilds 2330 Level 3, Certificate Electro Technology	Essential
City & Guilds 2391, 2394 or 2395 Inspection & Testing	Essential
Driving licence	Essential

### Skills

Excellent communication and organisation skills	Essential
Excellent project management skills	Essential
Good accuracy and attention to detail	Essential
Ability to work as part of a team	Essential
Driving licence	Essential

### Personal Characteristics

Confident communicator, with the ability to build relationships both internally and externally	Essential
Professional approachable manner	Essential
Ability to work effectively under pressure	Essential

## ELECTRICIAN

## GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£18,450 (FTE 30,750) per annum payable monthly in arrears by BACS transfer.
Hours:	24 hours per week (FTE 40), primarily straight shifts, Monday to Friday.
Holidays:	19.8 (FTE 33) days per holiday year (1 October to 30 September) inclusive of Bank Holidays (pro rata).
Benefits:	6 (FTE 10) days Company Sick Pay, contributory pension scheme, Employee Assistance Programme, free and discounted places on short courses at West Dean College.