



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Senior Electrician
Department: Maintenance
Report to: Maintenance Manager
Date: November 2022

ROLE

To act as the Senior Electrician and Competent Person for undertaking electrical works within the school as requested by the Maintenance Manager. Working internally and externally across the site, including boarding houses, academic departments and staff accommodation.

SUMMARY OF DUTIES

- Lead/oversee/mentor the work of the electrician and any employed apprentices.
- Work with architects, surveyors, contractors, and clients.
- Ensure that actions highlighted by the fixed wiring inspections are prioritised and completed.
- Develop and maintain design guide specifications.
- Schedule and prioritise work programmes.
- Maximise energy efficiency.
- Continuously focus on service delivery and performance.
- Communicate with stakeholders including staff, occupiers and the relevant departments.
- Ensure that effective systems are in place for stock control and ordering.
- Repair and replace wiring.
- Attend to reactive repairs and maintenance issues.
- Prioritise repairs to lighting as raised by the compliance officer.
- Prioritise repairs to supply network as raised by the fixed wiring inspections.
- Prioritising ongoing replacement of lighting with energy efficient LED fittings.
- Certify installations, repairs and modifications.
- Diagnose and address functionality and safety issues.
- Design and install indoor and outdoor electrical control, wiring, and lighting systems.
- Inspect and test electrical systems, including fuses, transformers and circuit breakers.
- Stay apprised of revisions to relevant building and safety regulations.
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
- Any other duties as reasonably directed by Maintenance Manager.

PERSON SPECIFICATION

Essential Qualifications and Experience

- 18th Edition Wiring
- NVQ 3 Installation and Maintenance Electrician
- C+G Level 2 Inspection and Testing
- C+G Level 3 BS 7671 Certificate
- C+G Level 3 Part P Certificate
- AM2S Installation Certificate
- JIB Gold Card
- Good communication and customer service skills.
- 2-3 years residential, commercial or industrial electrical experience to include:
 - Running conduit
 - Working knowledge of programming logic controllers (PLC's)
 - Knowledge of national and local building codes
 - Knowledge of energy-efficient equipment and products.
 - Use of testing equipment and hand tools.
- Experience of Fire Alarm Systems
- Ability to produce schedules of work and design guides to show clearly how electrical work is being prioritised.
- Understanding of statutory health and safety requirements
- Understanding of Fire Safety and particularly fire detection and alarm systems
- Experience of stock control and ordering of materials

Desirable

- IT literate
- Experience of preparing risk assessments
- Experience with new builds, renovations and historical restoration projects
- Health and Safety trained in either: manual handling, working at height, asbestos awareness, fire safety, and COSHH.
- Experience of working in Schools / Colleges or Universities (Education environment)

This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____

Date: ___ / ___ / ___