

## THE POST

**College/Service:** Campus Services  
<http://www.exeter.ac.uk/campusservices/>

**Post:** Electrician/Multi Skilled Operative

**Reference No:** R43043

**Grade:** D

**Reporting To:** Electrical Team Leader

The above full-time, permanent post is available immediately in Campus Services.

### Job Description

#### Main purpose of the job:

Reporting to the Electrical team leader, the post holder is a member of the operational team working alongside other maintenance operatives in the Electrical & Mechanical/Building & Structural Services.

Direct Works are responsible for the planning, safety, provision, adaptation and maintenance of buildings and associated services and for the development and maintenance of the University's estate. A current annual revenue budget of c. £5 million is allocated to the Service.

Direct Works is responsible for carrying out an exceptionally diverse range of tasks including inspection, testing, response and planned maintenance of electrical plant and installations, fire alarms and emergency lighting, commercial and domestic electric and gas appliances, gas supply, mechanical plant and installations, air-conditioning and ventilation systems, pressure systems and plant, cranes, fire equipment, carpentry and joinery, locking and security systems, plumbing, masonry works, road and footpath repairs, fencing works, painting and decorating, roof repairs. In addition, the organisation is responsible for the day to day running of the building energy management system, supporting, setting up equipment and attending University and other external functions in the Forum, Great Hall, Lemon Grove, and for other temporary events across the University.

#### **Main Duties and accountabilities:**

The post-holder will be required to:

- Maintain the day to day operation of the University's maintenance requirements, as directed by the Team Leader/Supervising Engineer.
- Carry out a range of planned maintenance and reactive tasks.
- Request and collect materials as required from Stores.
- Operate machinery and test equipment (training will be provided if required)
- Carry out associated works outside of their primary skill set (training will be provided if required).

- Provide any necessary advice/information as requested, keeping clients and the Campus Services Helpdesk informed about progress of work.
- Carry out other tasks as required by the Team Leader/Supervising Engineer within personal capabilities.
- Record actions and time logged on works, completing the necessary paper work or enter details into mobile systems.
- Participate in a 36.5 hour working week over a 7 day period. The post holder must be prepared to work recognised work patterns to accommodate this, and the University reserve the right (subject to reasonable notice) to change and extend work patterns to include bank holidays and University closure days.
- Participate in an emergency out of hours call out rota. A standby allowance will be payable.
- Live within an hour's travelling time of the University Streatham Campus or be prepared to relocate after completion of the probationary period.

The job description summarises the main duties and accountabilities of the post and is not comprehensive; the post-holder may be required to undertake other duties within their capabilities of similar level and responsibility.

<b>Person Competency</b>	<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications/Training		Have served a recognised electrical apprenticeship to NVQ level 3 or approved equivalent.  17 <sup>th</sup> edition. C&G 2382 or equivalent.  Full UK driving license	Hold a current JIB card  PASMA qualifications  C&G 2392/2395 or equivalent (Testing & Inspection)
Knowledge/Experience		Experience working with and fault finding: <ul style="list-style-type: none"> <li>• Air handling units and fan coils</li> <li>• Control panels</li> <li>• Inverters</li> <li>• Pumps &amp; Motors</li> <li>• 230v/415v electrical systems</li> </ul> A working knowledge of testing 230v/415v electrical systems.  Experience of working within mechanical and ventilation plant rooms.  Working knowledge of relevant health and safety legislation and standards.	Knowledge of: <ul style="list-style-type: none"> <li>• Building Management Systems (We use the Schneider Sigma BMS predominantly).</li> <li>• Fire alarm systems.</li> <li>• Stand alone and self-test emergency lighting systems.</li> </ul> Knowledge and experience of working in "system driven" working environments with mobile maintenance capabilities.  Recent proven practical experience in property maintenance installation work and small works.

<p>Skills/Abilities</p>	<p>A polite and calm disposition is essential, as well as a flexible and willing attitude and the ability to relate and build a good relationship with colleagues.</p> <p>A team player with the ability to work on their own initiative and be able to prioritise work demands and meet strict deadlines.</p> <p>Be willing and able to share knowledge across a multi-skilled work force.</p> <p>Be willing to train and utilise other building maintenance skills to fulfil the multi-skilled building maintenance operative role.</p> <p>Have a starter finisher mentality and able to demonstrate a practical and methodical approach, combined with safe, clean and tidy working methods.</p> <p>Have IT skills and experience with communication devices and /or be prepared to train in handheld devices.</p> <p>Required to work at height as well as in confined and restricted spaces.</p> <p>The post holder must be prepared to work recognised work patterns. The service operational hours are 8am – 8pm Monday – Friday and additionally incorporated an “on call rota system”</p> <p>Hold a current full driving licence and own or have access to a road-worthy vehicle to use on University business if required.</p>	
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**Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Matt Kneebone, Team Leader, email [m.kneebone@exeter.ac.uk](mailto:m.kneebone@exeter.ac.uk) or telephone 01392 726644.

**Additional Information Relating to the Post**

**Salary**

Salary will be from £20,046 to £25,298 per annum subject to knowledge, skills and experience. An out of Hours on Call supplement can also be applicable.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

**Hours of work**

Hours of work will be 36.5 hours per week (full-time).

### **Overtime**

When overtime is worked, by prior arrangement with your Manager time off in lieu will be given or (provided you have worked more than 36.5 hours) will be paid at time-and-a-half.

### **Annual Leave**

The annual leave entitlement for full-time appointments is 39 days (pro rata for part-time appointments) – see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml> for more information.)

### **Probationary Period**

The appointment will normally be subject to a probationary period of one year.

### **References & Medical Clearance**

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay.

### **Right to Work in the United Kingdom**

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk).

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to [www.ukba.homeoffice.gov.uk/pointscalculator](http://www.ukba.homeoffice.gov.uk/pointscalculator).

### **Terms & Conditions**

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

### **Pensions**

You are eligible to join the University of Exeter Retirement Benefits Scheme (ERBS) provided that you meet the qualifying criteria for membership. For details on the scheme please go to <https://www.Zurich.co.uk/save/erss> Staff automatically become members and employee contributions of 4% (default option Band 2) will be taken from your pay. The University as your employer will pay the corresponding Employer amount relative to Band 2. Whilst membership is automatic it is not compulsory and you will be able to opt out within 30 days of the first deduction from your pay by contacting the Zurich direct at [www.Zurich.co.uk/save/erss](http://www.Zurich.co.uk/save/erss) .

### **Short-listing Information**

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

### **Application Procedure and Interview Information**

The closing date for completed applications is **14<sup>th</sup> February 2017**.

### **Data Protection Act (1998)**

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.