

# Job Description:

## Building Maintenance Electrician

Function:	Building Maintenance
Position:	Electrician
Job holder:	Vacant
Date (in job since):	
Immediate manager (N+1 Job title and name):	Technical Services Manager
Additional reporting line to:	Technical Services Co-Ordinator
Position location:	Sellaness Lodge

### 1. Purpose of the Job – State concisely the aim of the job.

The post holder will be part of a team providing high-quality building maintenance services. They will focus on a core skill, mainly working in that area but also handling other property maintenance tasks within their competence.

Responsibilities include delivering statutory services and ensuring compliance with relevant regulations, performing planned and reactive electrical maintenance, repairs, and installations to ensure efficient, safe building systems.

Additional duties involve various maintenance tasks like plumbing, joinery, grounds maintenance, and driving, ensuring all facilities are functional and safe.

### 2. Main assignments – Indicate the main activities / duties to be conducted in the job.

**Electrical Maintenance:** • Perform preventive maintenance, troubleshoot, and repair electrical systems. • Install and maintain electrical equipment. • Portable appliance testing.

**Plumbing Maintenance:** • Check and repair plumbing systems, addressing leaks and blockages.

**Joinery:** • Maintain doors, windows, locks, and perform basic carpentry.

**Grounds Maintenance:** • Maintain external grounds, and façade.

**Driving Duties:** • Transport tools and materials, run errands, and assist colleagues.

**General Maintenance:** • Respond to emergencies, conduct routine checks, and walk rounds, and assist the team. • Maintain tools and comply with health and safety regulations.

**3. Context and main issues** – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Adhere to regulations, including the latest wiring standards (BS 7671), Water Safety, Fire and building standards.
- Handle maintenance in various environments, from office and accommodation buildings to industrial sites, plant rooms and sub stations, managing diverse tasks like electrical repairs, plumbing, joinery, and groundskeeping.
- Prioritise emergency requests while balancing multiple scheduled maintenance tasks.
- Supervision of specialist sub-contractors.

**4. Accountabilities** – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Ensure all electrical systems are fully operational and compliant with safety standards.
- Maintain both internal and external facilities to a high standard, ensuring they are safe and fit for use.
- Reduce downtime by efficiently performing multi-disciplinary repairs and preventive maintenance.
- Accurately record all work completed and ensure compliance with health and safety protocols.
- Provide excellent customer service by promptly addressing maintenance issues, minimising disruptions.

**5. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

- Makes decisions within parameters set by line Manager using job/specialist experience.
- Maintain building systems across multiple buildings and grounds.
- Manage workload to handle several concurrent projects, including emergency repairs, grounds maintenance, and transportation.
- Collaborate with a multi-disciplinary team of maintenance staff, contractors, and managers.

**6. Job profile** – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position.

**Qualifications:**

- NVQ Level 3 in Electrical Installation or equivalent.
- 18th Edition Wiring Regulations (BS 7671).
- Electricity at Work Regulations 1989.
- Recognised Electrical Modern Apprenticeship.
- Emergency First Aid at Work.
- Portable Appliance Testing, City & Guilds 2377 or equivalent.
- Relevant qualifications or experience in plumbing, joinery, or general maintenance.
- Full, clean UK driving license.

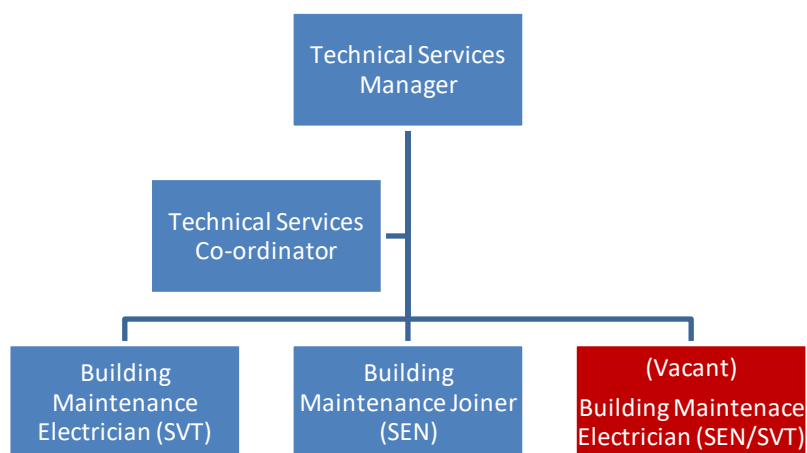
**Experience:**

- Ability to read drawings, technical manuals, schematics, and guidance.
- Proven experience in electrical, plumbing, joinery, and general building maintenance.
- Familiarity with working in a facilities management or multi-disciplinary environment.
- Practical experience of working with safe systems of work, permit to work and following procedures.

**Competencies:**

- Strong problem-solving and multi-tasking abilities.
- IT literate with experience of Microsoft Office applications and Computerised Maintenance Management Systems.
- Good communication and teamwork skills.
- Knowledge of health and safety regulations.
- Ability to work independently and manage time effectively.

**7. Organization chart** – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.



#### Levels

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Received:

Date:

Date:

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Job holder

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Immediate Manager