

Role summary

The Maintenance Electrician are responsible for developing, providing and maintaining a high standard of electrical services to all areas of maintenance and minor remedial tasks within the offices.

Role definition

Job Title: Maintenance Electrician

Reporting to: Building Manager

Responsibilities

- Responding to and completing the planned and reactive repairs work orders given by the helpdesk team within the specified time
- Responding to call outs if on call (as determined by the rota)
- Carrying out all aspects of Electrical Maintenance tasks
- Using your own initiative to evaluate performance and ensure that equipment is serviced and maintained
- Comply with health and safety policies/legislation
- Providing a good level of customer service to peers
- Contribute, or otherwise assist, as required
- Thorough knowledge of and compliance with Foster+ Partners procedures and standards

Qualities & Skills required

Essential

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Recognised industry qualification that ensures the successful candidate is fully competent and understands the works involved in the job role
- 18th or 17th edition wiring regulations
- Must hold a City & Guilds qualification or equivalent
- Testing and inspection C&G 2391, 2394/5
- Experience working within working in an office environment and of working on Electrical services within a plant room environment.
- Be capable of maintaining and testing distribution boards and control panels.
- Complete all necessary PPM's and reactive maintenance within agreed timescales and ensure all necessary paperwork is completed accurately.
- Computer literate, with the ability to carry out Help desk tasks within an SLA.
- Assisting Foster+ Partners contracts manager with assessing works carried out to Electrical and lighting systems.
- City and Guilds 5831 Electrical safe isolation.

- Must show ability to liaise with Foster+ Partner's in house Electrical engineers and lighting teams to discuss planned and existing works and upgrades.
- Carry out work in a safe and responsible manner adhering to all Health and Safety and Electrical safety at work guidelines.
- Must be willing to work outside of core hours (weekends) to carry out PPM and reactive works.
- Responsibility to carry out emergency lighting tests (with assistance from other team member) and ensure records are kept up to date.
- Carry out Electrical installation, sockets, new lights, circuits.
- Ability to work independently and unsupervised
- Excellent organisational skills
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude
- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure [while remaining calm and professional at all times]
- Able to work as part of an effective team assisting and supporting team members

Desirable

- IPAF and PASMA preferred, but training can be given
- Good knowledge of Health and Safety, IOSH qualification and advantage

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

CSME01

October 2022