



Role Profile

Job title:	Electrician	Reports to:	Maintenance Manager
Grade:	F	Last evaluated:	
Directorate:	Corporate Performance	LT area:	Estates
Location:	Bircham Newton	Budget responsibility (optional):	

CITB aims to lead the construction sector by example to ensure fairness, inclusion and respect for all. We seek to build a workforce that reflects Britain's diverse population and people from under-represented groups are encouraged to apply for vacancies. Our main objective is to create a culture that helps all of our customers strive towards a workforce that is reflective of today's society.

Role purpose:

Oversee and carry out the maintenance, repair and renewal of electrical installations at CITB.

Ensure that all electrical tasks are carried out according to the priority indicated on the relevant job sheet.

Strict appliance with attention to all legal, health and safety requirements

Key responsibilities and accountabilities (circa 5-7):

1. Work on installation, repair and maintenance of all electrical services.
2. Periodic inspections of all buildings belonging to CITB to comply with IET regulations, maintain records and make all required repairs.
3. Ensure that all installations and repairs comply with current electrical legislation.
4. Design of new installations and alterations in full compliance with current regulations.
5. Audio Visual installations and repairs. Portable appliance testing of new equipment coming to site and testing of all repairs undertaken.
6. Provide and maintain power to training areas such as tower cranes and cement silo, Maintenance of swimming pool heating and ventilation systems, Repair and installation of street lighting and underground services.
7. Be available for emergency call out on 24-hour cover.



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People Leadership / Team Leadership

No leadership or management responsibilities

Key contacts and relationships:

Internal:

- Line Manager – frequent contact
- All the other internal trades – plumbers, painter, carpenters – liaising with in order to complete projects effectively
- Site Managers – for CITB sites other than Bircham Newton
- Office staff – variety of levels, depending on by whom a job is raised/who or what the job relates to.
- Hotel Services Duty Managers - Weekly
- Instructors – regularly, whenever a job is raised
- Senior Instructors – When required to obtain confirmation of works required within their delegated area.

External:

- External agencies e.g. Sodexo Catering and Cleaning Managers and or security workers
- External Contractors – variety of trades, liaising to complete projects and ensure legal compliance.
- External contacts for ordering materials
- BSi Auditors

Knowledge and Experience

Essential

Level 3 technical and vocational qualification or Level 3 Diploma.

Latest IET Wiring Regulations.

Extensive experience in all aspects of Electrical systems in order to be able to keep up with the volume and variety of jobs required/problems to solve on the main Bircham site as well as other sites.

Ability to interpret and work to technical drawings and specifications i.e. o and m manuals and Electrical drawings.

Up to date knowledge of Health and Safety legislation and current relevant regulations.

Computer literacy.

Ability to drive.

Desirable



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Training in the following areas: Working at heights, MEWP (Mobile Elevated working platform), PASMA (access platforms), Scaffolding, Manual Handling, Health and Safety, Asbestos awareness and Noise and vibration.

IOSH

Behavioural competencies (in order of importance):

- Effective Decision Making – Level 2
- Considers the impact of their actions/decisions on different parts of the business. – Level 2
- Customer Focus – Level 2
- Innovation, change and agility – Level 2
- Building capability – Level 2

Special Conditions/Other Requirements: e.g. enhanced DBS, travel requirements, working arrangements

- Nationwide travel to other sites and staying overnight for up to one week at a time
- Driving licence required
- High level of physical mobility and stamina required to undertake majority of tasks, the role is a physically demanding one.
- Flexible approach required to organisation of work in a day and response to emergency maintenance – e.g. travelling to another site at short notice due to damages incurred.
- Out of hours call outs for services failure to accommodation blocks and welfare facilities

Version Control:

Version	Date	Author	Change
1.0	14/07/2020	Andrew Bingham	Formatting
1.1			

Version Control System

When creating this document or making any amendments to an existing document please: indicate the version of the document in the table above along with the date and a brief outline of the change(s) made. Please follow the control system examples below to ensure consistency and continuity.

Version 0.1 Draft version.

Version 0.2 (etc.) Update to draft version.

Version 1.0 First finalised version. At this stage the document is ready to be 'issued' for Job Evaluation – but has not been evaluated



Role Profile

Version 1.1 (etc.) Subsequent amendments to the first 'issued' version prior to evaluation.

Version 1.1(E) The 'E' indicates that the role has been evaluated through the Job Evaluation process and a Grade has been agreed. This is now a 'live' version.

Version 2.0(E) Indicated a major revamp that does not affect the role's Grade. For example where the role content is reviewed after a period of time.

Version 2.0(N) Indicated a major revamp that is expected to affect the role's Grade and re-evaluation is required.

Version 2.1(E) Indicates that the role has been evaluated through the Job Evaluation process and a Grade has been agreed. This is now a new 'live' version.