

Job Description

Job Title	Maintenance Assistant (Electrical)
Reports to	Head of Maintenance
Grade	Keble Grade 3

The Role

Keble College wishes to appoint a Maintenance Assistant (Electrical) to join a small, busy team. The post holder will carry out day-to-day maintenance work to ensure that the College's buildings, utilities, plant, machinery, and equipment are properly maintained. This role has a primary electrical focus but will be expected to carry out other maintenance tasks as requested.

Key Responsibilities

- Provide a rapid response service to deal with problems and breakdowns as they occur
- Carry out routine plant, infrastructure and fabric checks and monitor the College's computerised building management system (BMS), making changes to system settings as required to ensure electrical and mechanical plant continues working uninterrupted and reporting any matters of concern to your line manager/supervisor
- Identify and quantify materials required for maintenance tasks and collect materials from merchants if required using College vehicle
- Ensure that chemicals are safely stored, and their use properly recorded as detailed in the COSHH Risk assessments and manufactures hazard data sheets
- Participate in the water monitoring regime, including legionella inspections and checks
- Maintain accurate and up-to-date records utilising PDAs or Tablets provided
- Carry out electrical fault-finding and rectification following a service request, updating records and completing statutory documents
- Carry out testing and inspections as required by the preventative planned maintenance schedule recording all outcomes and making forward maintenance recommendations and life cycle replacements
- Undertake the necessary training and attend refresher courses as and when required in order to be able to fulfil the duties of the post
- To carry out emergency repairs and ongoing general maintenance work to all College buildings such as changing light bulbs, lock issues, minor furniture repairs and wide range of basic general repairs
- To identify and report future maintenance requirements to the Maintenance Manager/Supervisor
- Work with and assist other members of the department in carrying out day-to-day general maintenance work, small works, and refurbishment work
- Ensure all new electrical installation works are recorded on current schematic and layout drawings for updating by others, and ensure all Health & Safety files and operating and maintenance manuals are updated following any changes or amendments

- Review electrical schematic and layout drawings and schedules and keep them up to date
- Ensure all new electrical installation works are recorded on a minor works or installation certificate
- Ensure correct use of all College maintenance plant and equipment, test equipment and tools, keeping them in good working condition; alert any calibration issues or damage and ensure they are stored correctly after use
- Adhere to the College's Health and Safety Policy, carrying out duties in accordance with training and instruction received and informing the Maintenance Manager of any potential hazard or danger.
- Take reasonable care at all times to guard personal safety and the safety of all persons who may be affected by the job holder's actions at work
- Wear Personal Protective Equipment as required and carry out work in a safe and appropriate manner
- Assist with keeping the maintenance workshop clean and maintained to a standard compliant with current safety regulations and the College Health and Safety Policy
- Carry a College radio at all times (switched on) and, observing correct radio operating procedure, communicate with members of staff as appropriate to carry out work with minimum disruption
- Adopt a flexible approach towards the duties, and show a willingness to take on new responsibilities, and/or undergo further training in line with the development of the position and changing demands/circumstances within the College
- Participate in the call out rota and attend call outs as laid down in the College On-Call arrangements (after a review and supervision period)

Person Specification

Essential experience

- Previously delivered multi-trade repair, planned maintenance and small projects within a similar environment
- Experience of working in a small maintenance team working with other operational departmental colleagues
- Previous electrical repair and planned maintenance experience
- Holds a City and Guilds or NVQ and/or AM2 in electrical maintenance and installation, plus an 18th Edition certification
- PAT experience using Seward or equivalent testers
- Previously taken part in a call-out rota
- Resides within 30/45 minutes of Keble College
- Holds a full valid driving licence
- C&G 2391 inspection and testing certifications advantageous but not essential

Authorised: Head of Maintenance

Date: August 2025