Job Description

Job Title: Electrical Engineer

Job Grade: 3

Reports to: Maintenance Operations Manager

Direct Reports: None

Overall Objectives:
Carrying out electrical maintenance and general building work maintaining accurate up-to-date records for planned maintenance, inspections, and checks under the direction of the Maintenance Operations Manager. Ensure the College's electrical systems, utilities, plant, machinery, and equipment are safe, compliant, and operational.

Key Responsibilities:

Electrical Services

- Undertake, without constant supervision, electrical maintenance, repair, and installation work across College buildings in compliance with statutory regulations and the 18th Edition Wiring Regulations.
- Inspect, test, and maintain electrical installations, including fixed wiring, lighting, sockets, emergency lighting, fire alarm systems, and other electrical plant and equipment.
- Undertake electrical adaptations, repairs, or replacements, including fault diagnosis, rewiring, and circuit maintenance.
- Ensure that all electrical work is carried out safely, following health and safety legislation, risk assessments, and method statements.
- Support out-of-hours College events and conferences with electrical requirements as needed.
- Work with the Maintenance Operations Manager to prioritise and plan electrical and general maintenance tasks.

Repairs & Maintenance (Generalist Responsibilities)

- Undertake, without constant supervision: basic adaptation, repair, reactive, planned and preventative maintenance work on building system services and equipment across the College estate.
- Undertake regular PPM inspections, including but not limited to water hygiene, emergency lighting, and fire safety.

- Provide onsite support for out-of-hours College events across both term-time and summer conference business.
- Carry out minor and medium-scale repairs, including the removal, installation, and repair of furniture, fittings, doors, windows, and other structural elements.
- Undertake electrical and general building work, including fabrication, repair, and finishing tasks as required, ensuring high-quality standards.
- Work closely with Maintenance and Housekeeping teams to ensure bedrooms, public spaces, and College facilities are maintained to the required standards.
- Manage own workloads to ensure all allocated maintenance requests, PPM checks and electrical tasks are completed in line with Maintenance Department service level agreements.

General

- Provide a friendly, approachable and helpful manner to all, acting as a positive ambassador for the College Maintenance Department.
- Ensure all tasks are carried out in a safe, tidy, and compliant manner.
- Maintain tidy workshops and stores, including assisting in maintaining inventory of materials, tools, and equipment.
- Comply with all relevant health and safety legislation and procedures, including task-specific risk assessments and method statements. Report unsafe working methods, installations, or equipment to supervision/management.
- Complete all necessary paperwork, both manual and electronic, accurately and in a timely manner (work requests, PPM checks, stores requisitions, allocation of hours, and statutory documentation).
- Participate in the Maintenance Department on-call rota, providing out-of-hours support.
- Provide on-site support for out of hours College events, across both term time and summer Conference business
- Attend development and training courses as required to maintain skills in maintenance, electrical, and statutory regulations.
- Carry out other duties commensurate with the level of the post, supporting a ‘one team’ approach across the College, as required.

Authorised: Domestic Bursar Date: October 2026

Person Specification - Electrical Engineer

Essential Skills & Experience:

- Demonstrable experience of, and proven technical competence in, electrical installation, maintenance and testing, including reactive, planned and preventative work across a range of building systems.
- Varied experience in electrical installation, inspection, testing, and repair in line with 18th Edition Wiring Regulations.
- Formal trade qualifications in Electrical Installation to 18th Edition Wiring Regulations.
- Significant experience of Building Management Systems and knowledge of plant and boiler room controls
- Ability to respond promptly and effectively to emergency tasks.
- Methodical, organised, and tidy approach to work.
- Willingness to learn and flexible approach to tasks.
- Demonstrable customer service skills and professional manner.
- IT literate, including use of computers and tablets for record-keeping.
- Awareness of relevant Health & Safety legislation and safe working practices.
- Ability to follow instruction and have confidence to work on own initiative, as appropriate and prioritise workload.
- The role involves some lifting, e.g. boxes, apparatus.

Desirable Skills:

- Knowledge of building services, general maintenance
- Previous experience in both reactive and planned maintenance in a higher-education or multi-occupancy environment.
- Experience working in a cross-functional, multi-disciplinary team environment.

Qualifications required for post:

- City & Guilds or NVQ3 qualification in Electrical Installation or Building Services,
  or,
- a recognised apprenticeship in a relevant discipline,
  or,
- equivalent practical experience in electrical installation and maintenance (18th Edition Wiring Regulations certification is essential)
- GCSE Maths and English (or equivalent)
- UK driving licence

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