



Role Profile

Job Title

Estates Maintenance Officer (Electrical)

Salary range

Up to Point 47

Contract

Permanent

Main location

Portland College

Hours and basis

37.5 hours (7 Day week Contract)

Reports to

Area Estates and Projects Manager

Date of issue

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the rest of the estates team in the buildings and grounds maintenance of the campus and all off-site centres.

What you will be doing

Planned maintenance programs and ad hoc maintenance requirements

- Undertake planned maintenance programs and installation testing, keeping records and undertaking remedials effectively and to deadline.
- Respond to ad hoc requirements as they arise, including fault diagnosis, minor repairs, changing fixtures etc.
- Undertake general routine testing, maintenance, checks and repairs.
- Retrofitting of building units as required.
- Required periodic testing, EICR remedials.
- Advanced electrical repair and installation, supporting capital projects as required.
- Meeting and greeting contractors, supporting their work when required to do so.

Electrical

- Diagnose and rewire faults in commercial and domestic electrical systems across PV, lighting, heating, CCTV, alarms and similar.
- Identify and order replacement parts.
- Ensure new installations are completed to manufacturer standards and compliant with latest edition regulations, building regulations and HSE requirements.
- Undertake new installations as required and assist on capital projects as required by Area Estates and Projects Manager.

Security Duties

- Support safeguarding procedures by facilitating on site security and emergency arrangements.
- Accurately and promptly record all incidents/near misses/concerns, bringing these to the immediate attention of your manager (or their deputy).
- Understand fire regulations, emergency and evacuation procedures and the need to co-ordinate matters with the appropriate manager(s) and emergency services.
- Respond to alarms and reset security systems as required.
- Unlock and secure buildings depending on shift.

Heating and lighting

- Ensure heating and lighting are controlled in line with agreed protocols.
- Collaborate with team plumber as required to facilitate and support their works (pumps, thermostats, POU heaters and showers, etc.).

Grounds maintenance

- To configure vehicles in line with user's requirements.
- Provide vehicles according to the minibus calendar and on an ad-hoc basis as required.
- Ensure paths are clear and safe.



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Other Duties & Responsibilities

- Ability to cover additional shifts for annual leave/absence
- Such other duties as the management may from time to time reasonably require

The above role profile is subject to periodic update due to legislative, regulatory or technology changes.

Key results we want to see from this role (Direction and Pressure of Work)

- Ensure all areas of the campus are pleasant, safe, welcoming and a clean environment is provided for students, residents, staff and visitors.
- Minimise reactive works as a result of effective preventative maintenance efforts.
- Efficient operation of overall campus infrastructure.
- Improve and maintain condition of buildings.

Dimensions of the role (Managerial & supervisory and accountability)

- Ensuring all college resources allocated are safe and secure and used for purpose designed.
- Comply with all HSE requirements.
- Attend training events to maintain current levels of competency of the safe use of equipment and resources.
- Ensure that defects in equipment or violations of safe working practices are reported immediately.
- Estates Maintenance Officer (Electrical) has no direct management responsibilities, however periodically will be asked to support apprenticeships.

Key work relationships

- Liaise with all stakeholders, internal and external across the College as part of day-to-day duties as Estates tasks are performed.
- May interact with Learners and citizens as part of everyday tasks.

Working Environment and working patterns

- A mix of indoor and outdoor environments as required by task.
- Environment can be uncomfortable dependent on task, but all necessary PPE provided.
- Shift patterns as necessary, with the potential of a seven-day working week.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff. Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.