



## JOB DESCRIPTION

Job title:	Electrical Maintenance Engineer
Pay Band	5
Department:	Engineering
Reporting Structure:	<pre>graph TD; A[Engineering Manager] --&gt; B[Electrical Maintenance Engineer];</pre>
Staff reporting to postholder:	
Main purpose of job:	To contribute to the smooth and safe operation of labs, offices and animal accommodation in Pentlands Science Park and to allow the work therein to be completed to the highest standard.
Main duties of postholder:	<p>To contribute to the smooth and safe operation of labs, offices and animal accommodation in Pentlands Science Park and to allow the work therein to be completed to the highest standard by:</p> <ul style="list-style-type: none"><li>Maintenance and repairs to electrical plant and equipment as required.</li><li>General electrical installation work to BS 7671 18<sup>th</sup> Edition wiring regulations.</li><li>In-service inspections and testing of electrical equipment, including fixed equipment to current codes of practice.</li><li>Periodic inspection and testing of building fixed wiring to comply with BS 7671 18<sup>th</sup> Edition as required.</li><li>Maintain records of testing and equipment register.</li></ul>

Main duties of postholder: continued

Participation on an on-call rota for emergencies out with normal working hours.  
 Acting as 'First Responder' when pieces of scientific equipment go faulty.  
 Liaise with the 'user' to ensure that the work is properly scheduled and is safe to work on.  
 Generate Risk Assessments and SOPs when required.  
 Be aware of H & S legislation to allow any work to be carried out safely.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Attainments:</b>	Completed a recognised Apprenticeship	
	Qualification in Electrical Engineering	
<b>Experience:</b>	Awareness of Health and Safety Regulations	
	Awareness of Electricity at Work Regulations and Code of Practice for Inspection of Electrical equipment	
	Knowledge of BS 7671 18 <sup>th</sup> Edition standards	
	A background in maintenance	
	Basic IT skills	
	Working with hand tools	
<b>Skills:</b>	<p><b>Communication</b> - excellent interpersonal and communication skills when dealing with a wide range of managers and staff by phone, email and face to face.</p> <p>Ability to provide verbal communications to staff, visitors, collaborators or clients.</p> <p>Able to produce and carry out necessary documentation for Minor Installation work.</p> <p>Ability to interpret diagrams, drawings and fault find.</p> <p>Able to complete and maintain accurate written records and process paperwork for a number of tasks.</p>	

**Skills:  
continued**

Essential	Desirable
<p><b>Managing relationships</b> – ability to deal with a wide range of people with tact and diplomacy</p> <p>Able to build and maintain effective working relationships with a range of people.</p> <p>Able to source spare parts and quotations from suppliers to maintain stock levels.</p>	
<p><b>Team working</b> - ability to work flexibly and effectively as part of the team.</p> <p>Ability to work collaboratively with colleagues, and sometimes alone, in difficult and/or stressful situations.</p>	
<p><b>Confidentiality</b> – awareness of the importance of confidentiality.</p>	
<p><b>Resilience</b> - strong ability to work with ambiguity and constantly changing set of circumstances and issues.</p> <p>Ability to work under pressure with high attention to detail.</p>	
<p><b>Planning and organisation</b> - able to work on own initiative, prioritise, plan and manage activities taking into account deadlines and resources.</p> <p>Able to organise maintenance and repairs reporting to the manager</p>	
<p><b>Decision making</b> – able to take independent action where necessary in line with policies and procedures.</p>	
<p><b>Flexibility</b> – ability to adapt and work effectively with a variety of situations, individuals or groups.</p> <p>Able to understand and appreciate different and opposing perspectives on an issue and to adapt an approach as the situation changes</p> <p>Ability to multi-skill to accommodate various tasks</p> <p>Ability to solve problems using solid knowledge of systems and creative thinking to diagnose and rectify faults.</p>	

	Essential	Desirable
<b>Other skills</b> (please specify)		
<b>Other requirements</b> (please specify)		