Electrical Technician

Department: Directorate of Technology, Estates and Facilities

Hours of work: Full time, 37 hours a week (1.0 FTE)

Contract type: Open

Salary: £33,309 - £40,927 per year, plus relevant call out and overtime payments
Introduction

The Directorate of Technology, Estates and Facilities (DTEF) is responsible for ‘providing outstanding work, study, research facilities, and facilities to enhance the student experience, on campus and online’.

Our directorate consists of three sections which are:

**Technology:** IT Infrastructure: Networks, Faculty IT and Security, Systems, Desktop and Print. Digital: Software, Projects, BA/change management.


**Facilities:** Campus Services: Facilities, Admin. & Customers, Accommodation & Room Bookings Commercial Services: Retail, Catering, Conferences, Nursery, Copy & Print, York Sport, York Science Park Ltd & Guildhall.

Estates is a section within the Directorate of Technology, Estates and Facilities, a support department at the University of York. It carries responsibility for the design and management of all major and minor construction projects in the University, together with responsibility for the maintenance of building fabric, services and grounds.

Estates manages an exciting and diverse range of capital and revenue developments within the current programme, up to c. £50m in value.

This role is required to provide technical guidance and standards compliance across the Electrical assets of the University Estate. The assets include a diverse range of equipment found across a mixture of simple and complex buildings. Examples of equipment include; a campus wide fire alarm network, specialist heating and ventilation equipment, safety systems and a large Low Voltage Electrical distribution system. The University also operates a privately owned 11kV high voltage distribution network spread across two campus areas.

Part of the service we provide gives technical guidance, standard compliance and Duty Holder requirements. This includes providing Senior Authorised Person (High Voltage and/or Low Voltage) functions and managing an annual programme of works to ensure compliance with the Electricity at Work Regulations 1989.

Main purpose of the role

- Be a proactive member of the electrical team, jointly owning key decisions that best support delivery of DTEF’ agreed strategies, plans and programmes.
- Assist your line engineer in leading the necessary service change within your area, whilst maintaining a positive working approach through upholding DTEF values.
- Work collaboratively with relevant colleagues, students, partners and other relevant customers to build strong and productive relationships within DTEF and beyond.
- Ensure the activities you are responsible for are well planned, compliant, effective and efficient to ensure high levels of customer satisfaction.
- Responsible for the promotion and management of positive Health & Safety culture throughout the maintenance teams and/or any representatives employed.
- Responsible for ensuring service delivery is constrained within available budget and demonstrating value for money in that delivery.
- To provide technical support across the estate and the management of systems and services in normal, abnormal and emergency situations.
● To ensure electrical safety is maintained at all times, developing safe systems of work and managing programmes of electrical inspection and testing across all electrical assets.
● Project manage from inception through to end of defects liability a variety of electrically biased projects.
● Systems supported will include:
  o 11kV high voltage distribution network
  o Low voltage distribution networks
  o General/Emergency lighting (self contained/central battery systems)
  o Fire Alarm Networks
  o Fire Refuge/DDA Alarms
  o Lightning/Surge protection systems
  o Generators (static and mobile units)
  o Uninterruptible Power Supply (UPS) systems

**Key responsibilities**

● To provide, develop, prioritise and manage High Voltage and Low Voltage inspection and testing programmes of work within the Electrical Operations team.
● To produce condition reports that will inform long-term maintenance works for the repair or replacement of the High Voltage and Low Voltage infrastructure associated equipment and/or building fabric infrastructure.
● Design, specify and project manage, small-scale recharge works on behalf of client departments.
● Develop documents and implement safe systems of work for all works carried out on the University's electrical systems and associated equipment.
● Devise maintenance strategy and assist in developing budget requirements in order to programme works, address the need for ongoing and long term maintenance operations.
● Manage the process of procurement for the commissioning of specialist services’ contracts and their integration into the planning schedules.
● Provide a technical support and advisory service to in-house staff, departments and external contractors
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● Manage the process of procurement for the commissioning of specialist services’ contracts and their integration into the planning schedules.
● Provide a technical support and advisory service to in-house staff, departments and external contractors carrying out works on campus.
● Lead multi-disciplined project teams, including in-house staff and external consultants, in the development of small scale projects from the inception to completion and operation.
● Respond to major system failure and requests for support by technical staff out of hours.
● Adhoc management of in house and contract trade staff to complete works.
Other requirements of the Postholder:

The Directorate has in place standards of performance which it expects of all of its Managers and these include:

- Regular consultation with staff, listening and providing feedback to them.
- Leadership skills – being positive. Accessible and visible to staff; empowering them and encouraging them to use initiative; fair and consistent in managing staff.
- Service Delivery – giving staff clear direction on performance standards and putting in place training so that each individual is able to do their job to the required standard.
- Resolving problems and responding to complaints and providing feedback to customers and staff.
- Be considerate of the needs of others and approachable.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
# Person specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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</thead>
<tbody>
<tr>
<td>Authorised Person for low voltage systems</td>
<td>Essential</td>
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<tr>
<td>Membership of a relevant professional body such as CIBSE, IET, or working towards full membership.</td>
<td>Desirable</td>
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<tr>
<td>Degree in a relevant electrical discipline, which may include electrical engineering, building services, environmental engineering, etc, or suitable extensive practical experience.</td>
<td>Desirable</td>
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<tr>
<td>Managing Safety IOSH Certificate.</td>
<td>Desirable</td>
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## Knowledge

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<tbody>
<tr>
<td>Professional knowledge acquired through work experience and attainment of formal qualifications.</td>
<td>Essential</td>
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<tr>
<td>In-depth knowledge of practical and theoretical electrical engineering systems.</td>
<td>Essential</td>
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<td>Knowledge of engineering services, equipment and plant applicable to the University environment in respect of construction and maintenance.</td>
<td>Essential</td>
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<td>Knowledge of specialist equipment including High Voltage and Low Voltage switchgear/plant and associated electrical protection</td>
<td>Essential</td>
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<td>Knowledge of maintaining large fire alarm networks, central battery emergency lighting systems, fire refuge/DDA alarms, lightning/surge protection systems, generators, UPS’s and other electrical systems.</td>
<td>Essential</td>
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<td>Comprehensive understanding of a range of effective maintenance techniques and methodologies; maintenance management systems and computer systems.</td>
<td>Essential</td>
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<td>Technical knowledge of energy conservation e.g. combined heat and power, lighting control systems, etc.</td>
<td>Essential</td>
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<td>In depth understanding of health and safety and risk within an Estates environment, relevant legislation relating to specialist electrical engineering services; the Construction Design Management Regulations.</td>
<td>Essential</td>
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<td>Understanding the inter-relationship and implications of infrastructure services on a large campus.</td>
<td>Essential</td>
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<td>Understanding of permit to work systems in connection with access to critical services.</td>
<td>Essential</td>
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<td>Knowledge and understanding of the impact of change and best practice in change management.</td>
<td>Essential</td>
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<tr>
<td>Comprehensive understanding of the standards required by BS 7671:2008 and all amendments (IET Wiring Regulations 17th Edition) and the Electricity at Work Regulations 1989.</td>
<td>Essential</td>
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<tr>
<td>Specialist knowledge acquired through post-graduate study and experience for managerial, financial, operational and strategic aspects of the role.</td>
<td>Desirable</td>
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</table>
Understanding of public procurement procedures in relation to high value contracts. | Desirable
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Understanding of current legislation with respect to staff employment, personnel policies and procedures. | Desirable

**Skills, abilities and competencies**

| Ability to make informed decisions across a wide range of complex and detailed issues taking into account health and safety legislation and conflicting demands. | Essential
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| Ability to undertake a comprehensive analysis of health and safety hazards, balancing corporate risk and costs against realisable benefits. | Essential
| Demonstrable ability to formulate a rolling five year maintenance programme covering key services. | Essential
| Ability to utilise and develop IT systems in order to support effective service provision. | Essential
| Good written and spoken English with excellent report writing skills. | Essential
| Ability to communicate complex information to wider University audiences. | Essential
| Ability to demonstrate an understanding of the essential elements associated with good communications in relations to Estates operations and management. | Essential
| Ability to lead, communicate effectively with and motivate a team of staff drawn from diverse disciplines. | Essential

**Experience**

| Extensive experience of health and safety risk management techniques which are applicable to an estates function. | Essential
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| Capability and experience to have overall responsibility for rectification of major service failures consequent to unplanned incidents such as a High Voltage cable fault and the loss of power to numerous substations. | Essential
| Experience in report writing and ability to prepare organisational policies and procedures. | Essential
| Significant technical experience in electrical building services engineering. | Essential
| Experience in the design of electrical building services systems. | Essential
| Proven experience of managing budgets effectively. | Desirable
| Experience in developing and implementing specialist maintenance contracts. | Desirable
| Working knowledge of benchmarking against other comparable organisations for cost comparison purposes. | Desirable
| Experience in managing a multidisciplinary professional workforce. | Desirable
| Experience in managing teams such as: Facility Managers who are directly employed or, third party contracted services and support staff. | Desirable

**Personal attributes**

| Proactive approach to problem solving. | Essential
<table>
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<tr>
<th>Additional Personal attributes</th>
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<tr>
<td>Our Directorate has developed a set of core values that promote dignity and respect for all. All our staff are expected to adhere to these values and therefore the following personal attributes are essential. A full copy of our values can be found on our website at:  <a href="#">Our values</a></td>
<td></td>
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<tr>
<td>Be honest, consistent and fair in all dealings with colleagues and be welcoming and inclusive to others</td>
<td>Essential</td>
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<td>Have strong team spirit and pride in your standard of work</td>
<td>Essential</td>
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<tr>
<td>Value colleagues and support their commitment to behaviour that is consistent with our core values</td>
<td>Essential</td>
</tr>
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