



Diocese of Westminster

<u>Job profile:</u>	Maintenance Electrician
<u>Location:</u>	Westminster Cathedral Complex
<u>Reporting to:</u>	Premises & Facilities Manager
<u>Job Reference No:</u>	200-MAI551100

Job Purpose: The purpose of this role is to provide general electrical maintenance to ensure that the Westminster Cathedral Complex offers a safe environment for staff and users of the buildings. The candidate is responsible to carry out electrical repairs, testing, inspection, and fault finding of electrical equipment.

Principal duties and responsibilities

- Provide general electrical maintenance throughout the Westminster Cathedral complex.
- Testing, inspection and fault finding of electrical equipment.
- Liaise with and provide access to authorised contractors and tradesmen, notifying the Premises Manager of start / completion of work accordingly.
- Report defects / incidents (either observed or reported) and take the corrective action after consultation with the Premises & Facilities Manager.
- Carry out monthly emergency light system checks by consistent and regular testing and ensure monthly fire alarm checks are undertaken.
- Maintain accurate records of electrical and maintenance issues.
- Undertake any routine general repairs and maintenance of entire complex.
- Ensure all tools are maintained and kept securely, only used by authorised personnel.
- Carry out any touch up paint work in communal areas within the buildings, as and when required.

<u>Person specification:</u>	Maintenance Electrician
<u>Contract Type:</u>	Permanent Contract
<u>Salary:</u>	£39,500 per annum
<u>Hours of work:</u>	35 hours per week (Monday to Friday, 9 am to 5pm with occasional overtime hours)

Competences required

Qualifications

- Qualified Electrician, ECS certified by NICEIC or equivalent.
- Be experienced at fault finding and rectification with older systems.
- Happy to interact with P.C. based job control systems and emails etc.
- Literate and numerate, English needs to be very good.
- Be able to provide their own tools.

Experience

- Experience of larger installations in a Commercial context and also multi occupancy mixed use buildings.
- General building maintenance work on larger scale commercial work i.e. not purely domestic.
- Able to set up and operate temporary Stage lighting.

- Able to direct contractors as necessary and assist in general site control and management.

Skills

- Able to integrate well with a small existing team.
- Be able to work in the public environment with courtesy and politeness.
- Able to work at height on ladders, steps access platforms and scaffolding etc.
- Be able to tackle simple handy person jobs.
- Be prepared to assist with manual handling jobs around the Complex.
- Be part of the event set up team putting in large scale chair moves. Setting up the Cathedrals own platforms and staging, PA systems, Christmas trees etc.

Attitude

- Open and flexible, to suit a working pattern which can vary a lot at certain times of year without actually being a formal shift pattern.
- Be a good communicator.
- Be trustworthy and able to work in private residential areas.
- Be prepared to respond to an informal serious emergency call out system (the emergency may well be to do with a cathedral function, liturgy or event).

Others

- Sympathetic to RC liturgy and the mission of the Cathedral.
- Good awareness of working in the listed building and heritage environment.
- Prepared to use their own car.

This role subject to DBS checks.