

JOB DESCRIPTION

Electrical Maintenance Apprentice

BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

- welcoming** all,
- each one of us **caring** about what we do,
- being **passionate** about how we do it,
- and feeling **proud** of what we achieve

JOB PURPOSE

To support Edinburgh Leisure’s Electricians and Service Managers with the reactive and preventative electrical maintenance of electrical installations and systems across the estate.

KEY RESULT AREAS

Key Responsibility

Expected time spent (%)

- 1. Electrical Maintenance Modern Apprenticeship**
 - Participate and complete the Electrical Modern Apprenticeship (SCQF Level 6) by attendance at Edinburgh College, on a part-time basis.
 - Ensure required progress against the occupation duties, knowledge, skills and behavior in line with assessment requirements.
- 2. Preventative and Reactive Maintenance**
 - Work with qualified Electricians to repair electrical faults in accordance with relevant building regulations and Health & Safety legislation liaising with the Service Manager as required.
 - Liaise with the Helpdesk Manager and Helpdesk Officer to ensure understanding of the job assigned via the CAFM system, agreed service level and arranging site access.
 - With qualified Electricians to complete all fault diagnosis, surveys and scoping related to electrical maintenance.
 - Control and monitor stock levels of electrical parts, ordering parts and materials to complete jobs as required.
 - Ensure the status of the job is continually updated on the CAFM system and all associated documentation related to the job is also uploaded to the CAFM system

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<p>3. Preventative Maintenance</p> <ul style="list-style-type: none"> • Working with qualified Electricians complete Electrical inspection and testing as part of preventative maintenance activities in accordance with relevant legislation. • Liaise with customers (Venue Managers/Staff) in a positive manner ensuring excellent customer service and that required works are planned accordingly to minimise any disruption in service to customers. • Liaise with contractors and suppliers to complete jobs as required. • Ensure all service records and completion certificates are uploaded to the CAFM system and that the status of the job and preventative maintenance plan is updated in the CAFM system. • Work with the Service Manager to complete the preventive maintenance plan capturing all Electrical maintenance requirements. • Assist the Maintenance technicians with statutory emergency lighting and PAT audits. <p>4 . Health & Safety</p> <ul style="list-style-type: none"> • Ensure all necessary risk assessments and method statements for reactive and preventative maintenance activities are completed for each job. • Ensure all work is completed in accordance with operational procedures, safe working practices, Health and Safety procedures and relevant legislation. • Attend safety meetings, training, toolbox talks and briefings as required. • Ensure that all accidents, incidents, near miss events or potential hazards are reported to the Service Managers immediately with details recorded in appropriate form. • Ensure any required access platforms are erected in accordance with Health & Safety procedures. <p>5. Data Quality</p> <ul style="list-style-type: none"> • Ensure all details and documentation related to jobs are captured in accordance with the Data architecture and uploaded in the CAFM system. • Provide support in improving the quality of asset data across the estate when required. 	
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RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	N/A
Responsibility for finance and level of financial control:	N/A
Responsibility for Physical Resource:	Company vehicle, Mobile phone, hand tools & PPE

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Responsibility for Data and Information:	Ensure information related to Jobs is input and saved accordingly in the CAFM system Ensure service records and completion certificates are collated and stored accordingly
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GUIDELINES AND EXPECTATIONS

Authorities & Limitations
<ul style="list-style-type: none"> • Participate and complete the Electrical Modern Apprenticeship (SCQF Level 6) at Edinburgh College. • Ensure required progress against the occupation duties, knowledge, skills and behaviour in line with assessment requirements. • Support the qualified Electricians and Service Managers: <ul style="list-style-type: none"> ○ in the delivery of all Electrical planned and preventative maintenance related to the Facilities Management Plan to ensure our building operate effectively. ○ to assist the Electricians and Service managers to ensure the CAFM system is up to date and all documentation recorded. ○ to support our maintenance team with issues and queries on plant operation and rectification of problems associated with Electrical plant ○ in the completion of reactive and preventative maintenance activities related to the preventative maintenance plan and service level agreement

Communication & Representing The Organisation
<ul style="list-style-type: none"> • Good communication is key to ensure you provide a customer focused reactive and preventative maintenance service which enables venues to operate effectively and meet their customer's expectations. • Regular communication required with Electricians and Service Managers, venue managers, contractors, and other Facilities Management team members. • Attend safety meetings, training, toolbox talks and briefings as required. • Ensure that all accidents, incidents, near miss events or potential hazards are reported to the Service Manager immediately with details recorded on appropriate form. • Ensure all details and documentation related to jobs are captured in accordance with the Data architecture and uploaded in the CAFM system.
Safeguarding Our Customers
<ul style="list-style-type: none"> • Take an active role in the safety of yourself, colleagues the facilities and customers. Don't interfere with any equipment designed to preserve life. Take action to fix or report any potential hazard. • You are expected to understand and fulfil your role (following training) in: <ul style="list-style-type: none"> ➢ Edinburgh Leisure's Health and Safety policy ➢ Edinburgh Leisure's Child Protection policy • Comply with relevant Health and Safety legislation and procedures as required including using tools, working at heights, lone working, manual handling and personal protective equipment. • Ensure all work is completed in accordance with operational procedures, safe working practices, Health and Safety procedures and relevant legislation.

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Problem Solving
<ul style="list-style-type: none"> Needs to be able to support in the analysis and resolution of technical issues Able to stay calm and focussed and work methodically in supporting the Service Manager resolve issues as they arise

Impact On Organisation
<ul style="list-style-type: none"> Responsible for supporting the reactive and planned maintenance of the electrical systems across the Edinburgh Leisure estate Support in ensuring buildings are safe and fit for customers use

JOB DEMANDS	
Physical	This post involves a combination of college/office/meeting work (50%) and on site (50%). This post demands 'hands on' working practice and you will be expected to gain experienced of the demands contained within a sports and leisure built environment. This includes; working at height and manual handling.
Mental	This role requires alertness and professionalism as you will be mentored to respond to all people and situations appropriately. You will assist in a programme of planned/ preventive maintenance and will learn how to quickly adapt and respond when faced with faults and possible service failure/site closure.
Emotional	This role involves working with staff in the Facilities Management team and venue managers and operational staff across Edinburgh Leisure.
Environmental	You will be exposed to differing levels of temperature, humidity and noise and will be required to wear the appropriate PPE and therefore must be aware of the additional risks that this may bring. Working at height on access systems as well as confined spaces also brings a danger that must be assessed on a case-by-case basis and in all kinds of weather. You will also be in an environment where pool chemicals are used and stored in accordance with health and safety regulations.

PERSON SPECIFICATION

Qualifications and Attainments	
Essential	Desirable
<ul style="list-style-type: none"> Nat 5 English, Maths & Science Subject 	<ul style="list-style-type: none"> Nat 5 Craft, Design & Technology Driving Licence – essential by completion of apprenticeship
Knowledge & Experience	
Essential	Desirable
<ul style="list-style-type: none"> Interest in engineering in particular electrical and mechanical systems Computer literate 	<ul style="list-style-type: none"> Previous work experience in a trades / facilities management setting

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DISCLOSURE/PVG REQUIREMENTS

Basic level

I have read and understand this job description and I am clear about what is expected of me in this job.

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