



## **JOB DESCRIPTION – MAINTENANCE ELECTRICIAN – FULL TIME (HOURS TO BE DISCUSSED)**

- 1. JOB TITLE** Maintenance Electrician  
Responsible to: Site & Facilities Manager  
Responsible for: N/A

**2. MAIN PURPOSE**

As the site Maintenance Electrician you would be part of the Facilities team carrying out planned and reactive maintenance to electrical services and to maintain the electrical standards and compliance across the Clubs sites, mainly Kenilworth Road and the Brache.

You will also be required to support on an adhoc basis with general maintenance across the Club sites.

The right individual will be committed to working to a high standard with a desire to continue to maintain professional accreditations and carry out further training as required. A team player is a must.

**3. RESPONSIBILITIES**

**3.1 Specific Responsibilities**

- Required to complete Fire Alarm Testing and Emergency Light Testing
- Efficiently maintain and repair electrical plant and equipment
- To carry out diagnostic and fault finding
- Maintain, plan, preventive maintenance paperwork
- The ability to carry out installation tasks as when required
- To attend electrical breakdowns and fixing where possible
- Routinely inspecting electrical systems such as wiring, fixtures, and appliances
- Identifying faults or hazards and troubleshooting system failures
- A good understanding of general building services and the willingness to muck in and support the maintenance team.

**3.2 Health & Safety**

Your core Health and Safety responsibilities are as follows:

- Keep informed and involve others
- Lead by example being diligent and observant
- Ensure safety & risk are considered within all projects
- Take an active leading role in safety & risk management

**4. QUALIFICATIONS**

Proven experience in the supporting general and electrical maintenance across several sites. Ideal experience would involve working on legacy systems and in old buildings.

**4.1 Essentials**

- City & Guilds 2391 – Converse in the 18<sup>th</sup> Edition
- NVQ Level 3 Electrical Qualification as a minimum.

**4.2 Desirables**

- IPAF Licence
- Experience in general maintenance
- Full clean driving licence.

**5. PERSON SPECIFICATION**

- Resourceful, driven, can do attitude
- Highly motivated and works on own initiative
- Ability to manage conflicting priorities and variations to workload
- A commitment to quality and safety
- Professional integrity
- Good inter-personal skills with the ability to work closely and effectively with staff at all levels.

**5. SAFEGUARDING STATEMENT**

Safeguarding Statement Luton Town FC is committed to safeguarding the welfare of children and young people and expects all employees and volunteers to endorse this commitment. This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared. Relevant information and / or documents will be distributed as part of the recruitment process.

**6. EQUALITY STATEMENT**

The employee must at all time carry out their duties with due regard to Luton Town FC policies and procedures. The employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders. The employee must contribute to encouraging equality and respecting diversity by embedding such values in the workplace and challenging inappropriate behaviour and processes.

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Signed (Manager)

Employee      Signed

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Date

Date