# Candidate Information

**Position:** Plumber/Fitter
**School/Department:** Estates Services
**Reference:** 22/109499
**Closing Date:** Friday 4 February 2022
**Salary:** £27,924 per annum
**Anticipated Interview Date:** Wednesday 23 February 2022

## JOB PURPOSE:

To provide an effective and efficient maintenance repair service on all mechanical plant, pipe work, waste systems, plumbing (and other equipment as required) within the University.

**MAJOR DUTIES:**

1. Carry out general response and planned maintenance of mechanical plant including ventilation systems, air conditioning, boilers, heating and water systems, domestic systems, e.g. Domestic Hot Water (DHW) systems/ Domestic Cold Water (DCW) systems etc, waste systems, e.g. plumbing and unblocking toilets, wash hand basins (WHBS) and other equipment as required both internally and externally to buildings. Minor electrical related work, where training has been provided including relamping.
2. Maintain steam, condensate, distilled water, compressed air systems, solar, grey water harvesting, sewage pumps, adiabatic, borewell plant, monitor fuel stock levels, building temperatures, investigate heating complaints and carry out ancillary plant maintenance.
3. Install and maintain new plant and associated pipe work to include end user requests for conections/linkups to already provided services.
4. Utilise computer information technology as required to operate the Computerised Aided Facilities Management System (Planon) including, carrying/operating PDA/Tablet devices, Building Management Systems and other plant controls where training has been provided.
5. Undertake testing of generators, compressors and combined heat and power plants (CHP).
6. Carry out general lubrication, cleaning and painting of plant areas, plant and equipment as required, e.g. cleaning grills, replacing filters etc.
7. Liaise with contractors where they are required to replace plant or carry out maintenance activities to support the needs of the University and the maintenance service.
8. Carry out statutory checks eg Steam Plant and Legionella to include blow-downs of pipework. temperature analysis and weekly flushes.
9. Prepare and maintain accurate manual records and reports in relation to Health and Safety, planned maintenance, plant/ equipment, defects and work records.
10. Discharge all relevant Health and Safety responsibilities, risk asseessments, making suitable arrangements and provisions to ensure safety of colleagues, students, and any other users of the University appropriate to their position.
11. Drive vehicles as required including carrying out vehicles checks and completing associated log sheets.
12. Available out of hours, work on a call out rota and carry a mobile phone.
13. Assist in adoption of development projects including providing written details of defects and suggested improvement measures.
14. Other duties as requested by the Director of Estates.

**Planning and Organising:**

1. Assess individual tasks and plan work required, respond to emergencies as they arise.
2. Plan so that adequate materials and equipment are available to meet specific tasks and prioritise daily work schedule to ensure objectives are met.
3. Take responsibility for maintaining documentation and providing reports.

4. Responsible for providing cover for emergency call-outs for University events and University buildings.

**Resource Management Responsibilities:**

1. Equipment – Responsible for maintenance/security of related equipment and materials.
2. Prepare schedules of materials and equipment for orders to be placed.

**Internal and External Relationships:**

1. Daily contact with DLO Manager, charge-hand, colleagues, university staff, students, external suppliers and members of the public.

**ESSENTIAL CRITERIA:**

1. Relevant academic vocational qualification in a mechanical trade (plumbing/heating/building services) e.g NVQ 2 (or equivalent).
   Or
   Time served plumber/fitter.
2. 3 years recent post apprenticeship mechanical trade experience in maintaining building services systems and plant in a similar environment to the University.
3. Practical working knowledge of plumbing and mechanical systems.
4. Comprehensive knowledge of relevant building and maintenance systems, equipment and processes.
5. Understanding of quality standards and customer satisfaction.
6. Well developed understanding of relevant regulations and procedures including Health and Safety requirements , Working at Heights, Legionella and Asbestos management.
7. IT literacy, analytical and problem solving skills.
8. Organisational and time management skills with ability to plan and organise short term activities.
9. Carryout written or oral instructions.
10. Good communication and interpersonal skills.
11. Able to work on own initiative and be part of a team.
12. Valid full UK driving licence.
13. Valid CSR card.
14. Available out of hours and work on a call out rota.
15. Willing to carry a work phone and IPad.
16. (Shortlisted candidates will be required to provide a copy of qualification, Craft Card and driving licence prior to interview).

**DESIRABLE CRITERIA:**

1. GSCE (or equivalent) in Mathematics and English.
2. 5 years recent post apprenticeship mechanical trade experience in maintaining building services systems and plant in a similar environment to the University.
3. Experience of working to demanding timescales and of amending schedules to ensure deadlines are met on reactive and planned maintenance activities.
4. Experience that will demonstrate:
   - Electrical awareness;
   - Use of Elevation equipment;
   - Use of Scaffolding;
   - Asbestos awareness.
5. Ability to carry out risk assessments and method statements.
6. Knowledge and use of Computer-Aided Facilities Management Systems – CAFM and Building Management Systems - BMS.