



Candidate Information

Position: Mechanical Assistant
School/Department: Estates
Reference: 26/113302
Closing Date: Monday 25 May 2026
Salary: £28,133 - £29,594 per annum
Anticipated Interview Date: Thursday 11 June 2026

JOB PURPOSE:

To carry out and assist with the mechanical maintenance, monitoring and repair internally and externally to buildings and associated equipment and areas within the University.

MAJOR DUTIES:

1. Assist fitters/plumbers 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.
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. Carry out a given program of work, including repairs and emergency breakdowns, planned preventative maintenance schemes and minor improvements as directed. Plan so that adequate materials and equipment are available to meet specific tasks and prioritize daily work schedule to ensure objectives are met. Maintain routine documentation and report basic information to manager.
4. Undertake testing of generators, compressors and combined heat and power plants (CHP).
5. Carry out general lubrication and cleaning of plant areas, plant and equipment as required, e.g. cleaning grills, replacing filters etc.
6. Carry out statutory checks e.g. Steam Plant and Legionella to include blowdowns of pipework. Temperature analysis and weekly flushes.
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. Prepare and maintain accurate manual records and reports in relation to Health and Safety, planned maintenance, plant/ equipment, defects and work records.
9. Utilize computer information technology as required to operate the Computerized Aided Facilities Management System (Planon) including, carrying/operating PDA/Tablet devices, Building Management Systems and other plant controls where training has been provided.
10. Discharge all relevant Health and Safety responsibilities, risk assessments, 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 vehicle 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.

ESSENTIAL CRITERIA:

1. Relevant academic vocational qualification in mechanical trade (plumbing/heating/building services) e.g NVQ 2 (or equivalent).
OR; Time served plumber/fitter.

2. Substantial recent relevant experience in a plumbing role maintaining building, 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 relevant Health and Safety requirements.
6. Competent in the use of IT packages to include Microsoft Office.
7. Organisational and time management skills with ability to plan and organise short term activities and events.
8. Carryout written or oral instructions.
9. Good communication and interpersonal skills.
10. Able to work on own initiative and be part of a team.
11. Valid full UK driving license.
12. Willing to carry a work phone and iPad.
13. Available for out of hours work (including statutory holiday periods) and be on an call out rota (if required).

DESIRABLE CRITERIA:

1. GCSE (or equivalent) in Mathematics and English.
2. Significant recent and relevant post in 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. Asbestos & Legionella 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.
7. Understanding of quality standards and customer satisfaction.
8. Valid CSR card.*

ADDITIONAL INFORMATION:

*Shortlisted candidates will be required to provide a copy of qualification, Craft Card and driving license prior to interview)