



Job Description

Job Title:	Plumber
Reporting to:	Maintenance Manager
Hours:	Full-time, 35 hours per week. You will work 5 days out of 7, normally Monday-Friday with occasional weekend working required. You will also be required to attend out of hours for emergencies, for which you will normally be able to claim Time Off in Lieu (TOIL)

Overview of the role

The postholder will be responsible for undertaking plumbing-based repairs and minor heating installations across the estates (approx. 70% of workload). In addition, they will also work as part of the Maintenance team to provide a day-to-day general maintenance support service (reactive and planned maintenance).

Main Duties and Responsibilities

Plumbing/heating

- Responsible for carrying out reactive and planned plumbing repairs and improvements on our hot and cold-water systems and waste water systems.
- Complete full installations of showers, baths, sinks, WCs to a high standard.
- Correctly identify and quantify materials required for jobs, and purchase as authorised.
- Check boiler plant rooms and monitor on a regular basis. Training will be given for plant rooms using Building management Systems.
- Replace faulty radiators and EcoSync valves (Thermostatic Radiator Valves, or TRVs) on domestic combi boilers systems.
- Recognise stagnant tanks and carry out replumbing to improve flow.
- Assist heating & water hygiene contractors when required.

Maintenance

- Carry out tiling, painting, minor carpentry, and ironmongery fitting.
- Monitor repair requests using the maintenance ticketing system, investigate faults reported and complete necessary repairs in a timely and professional manner.
- Proactively report/log damage, breakages or any other related faults, using the College's maintenance reporting tool.
- Liaise closely with staff and students to agree convenient times to access occupied areas, ensuring minimum disruption to the colleges academic and accommodation commitments, using the maintenance reporting tool.

- Escort and assist external contractors when required.
- Assist other Departments within the College with furniture and room moves etc.
- Proactively make recommendations to improve services.
- Take and record accurately monthly meter readings.

Health & Safety

- Ensure that all works are conducted to the highest safety and quality standards.
- Support the induction and supervision of plumbing and heating contractors.
- Take all safety precautions to prevent danger, avoid injury, and prevent damage.
- Work within maintenance Risk Assessment Method Statement (RAMS) procedure.
- Be compliant with CDM (Construction Design Management)
- Follow PPE and COSHH procedures at all times.
- Assist in fire drills.

The above is not an exhaustive description, and other requirements may emerge as necessitated by changing roles and overall objectives.

Person Specification

Essential

- A recognized qualification in Plumbing and Domestic Heating.
- A trade qualification or proven experience.
- Experience of working as a Plumber or heating engineer, and encompassing all aspects of the trade. This does not include modifying or installing gas.
- Fitness and mobility are critical for this demanding role.
- Ability to work at height and confined spaces.
- Comfortable with technology and ability to learn how to use new software tools.
- A sound understanding of working within H&S constraints. I.e., PPE, COSHH, RAMS.
- Self-motivated with good organisation planning skills and attention to detail.
- Understanding of good customer service, with strong interpersonal skills and willingness to go the extra mile.
- A flexible approach to the role. Some weekend / evening work will be required.
- Able to work well within a team or individually, using initiative.
- Willing to attend training courses to improve performance and knowledge.

Desirable

- Recent H&S course certificates
- Knowledge of Building Management Systems and how to adjust and interpret information on them.
- Experience of working in an educational facility and understanding protocol.
- Ability to deputise for the Maintenance Manager if required.
- Sympathy with the values, ethos and objectives of a small, collegiate institution.