Job Summary

**Job Title:** Plumber  
**Grade:** 5  
**Salary:** £22,017 - £26,243 pa  
**Department:** Reactive Maintenance, Estates and Campus Services  
**Hours/Contract:** Permanent contract at 35 hours per week, plus standby callout rota with an expected frequency of no less than 1 in 5 weeks  
**Job Reference:** 626

**Role Purpose**

To plan, prepare and carry out mechanical maintenance work within available timescales for all University buildings.

**Resources Managed**

Overseeing the work of and working alongside agency labour – guidance and instruction regarding technical aspects and quality. All work to be completed to a high quality standard to maintain the value of University property and to avoid deterring potential students, investors or other users of the University from being attracted to the University. Any tools in your control, either personal, those of the University or those hired in for a specific task.

<table>
<thead>
<tr>
<th>Principal Responsibilities</th>
<th>% Time</th>
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<tbody>
<tr>
<td>Carrying out skilled work across the University in both reactive and maintenance modes with consideration to Health and Safety, current legislation and good practice within agreed procedures.</td>
<td>65</td>
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<td>To diagnose problems and apply technical knowledge to develop solutions and put in corrective measures.</td>
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<td>Working on own to organise and prioritise allocated duties, ensuring that the quality of work is one that the University would expect and accept. Plan the work including scheduling and ordering the required materials through the Foreman, Charge Hand or directly through the stores.</td>
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<tr>
<td>Working within a team of craftspeople to ensure that the required task is carried out in an efficient manner, possibly taking or giving instructions from or to one of their peers or agency staff.</td>
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<tr>
<td>Receive and monitor job tickets, by recording the details of time taken, materials used and any problems encountered on to the job ticket prior to submitting it to the Helpdesk for processing.</td>
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- Receive and respond to requests from customers and either carry out the required task or refer it back to their Foreman for the appropriate action to be taken.
- Where problems are encountered/seen that are outside of their own trade discipline, reporting these back to the appropriate trades’ Foreman.
- Ensure that all personal tools and those of the University are in good order and meet current safety legislation.

### Internal and External Relationships

- Daily contact with your Foreman, Craftspeople, the building Porters and building users, and also students and visitors on an ad hoc basis, always mindful of the image that both the University and the Division of Estates and Campus Services portrays.
- During the daily contact with the Foreman/Helpdesk in particular, it is to ensure that the prioritisation of their tasks matches the needs of the University (as priorities can change at a moment's notice). By having this contact, it ensure that all work is carried out correctly, safely, professionally and within any time constraints.
- Customers and service user to understand their problems and requirements, thus ensuring that their problems are correctly and effectively resolved.
- External supplier and Storeman to order or collect materials and equipment.

### Planning and Organising

- Independently plan and prioritise work schedules following the allocation of duties. During the planning stage of work, be mindful of any cost and time constraints, and the possibility of “contracting” out any specialist processes that might be encountered.
- Working around the other requirements of the University, i.e. timetabling of lecture theatres etc.

### Qualifications, Knowledge and Experience

#### Essential

- Have a minimum of a City and Guilds qualification level 2 (or equivalent NVQ) in plumbing*
- Significant experience working within the mechanical services industry*
- Good working knowledge and understanding of the Health and Safety practices associated with mechanical/building services*
- Comprehensive knowledge of Building Services and the skills associated with the Mechanical Services trade*
- A full and clean driving licence, suitable to the University’s insurers*

#### Desirable

- Experience of working within a large organisation with its own maintenance procedures that are required in performing the task effectively.
# Job Summary

## Skills, Abilities and Competencies

### Essential
Organisational and communication skills are required to carry out the role effectively*

Ability to ensure that any quality standards that are relevant are met, whether it is a University or industry standard*

### Desirable
Trained in and have the ability to use powered access equipment.

Trained in the erection of scaffold towers.

*Criteria to be used in shortlisting candidates for interview*

## Contract Information and Working Hours

This is a permanent, full time contract which is available immediately. The contracted hours are 35 per week, plus you will be required to provide emergency callout cover on a rotational basis. The rota will cover a 7 day period from Monday – Sunday (24 hours cover) with the minimum expectation of being on callout standby no less than 1 in every 5 weeks.

## VITAL

The University encourages all staff to live our VITAL values which are:

Valuing People, Innovators, Together, Accountable, Leaders.

## Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.