JOB DESCRIPTION for the post of Plumbing and Heating Engineer (full-time)

LINE MANAGER - Maintenance Manager

BACKGROUND INFORMATION
The College has a tranquil setting in the heart of central Cambridge making it easily accessible and is known for its welcoming and friendly environment for all the members of the college.

The Maintenance Department is responsible for the general maintenance across the entire College site including off-site accommodation. The role of the Plumbing and Heating Engineer is responsible for the plumbing and heating for a variety of areas across the College including student and fellow’s accommodation, study areas, guest houses and offices.

The College is seeking friendly, flexible and reliable individual to join the Maintenance team providing a high standard of work across the College.

PURPOSE OF THE POST
The role of Plumber and Heating Engineer is to carry out maintenance and improvements to College properties contributing to the provision of an efficient maintenance service which has due regard to the nature of the buildings and occupants.

SKILLS REQUIRED
The post holder will need experience of maintenance operations within buildings. Good interpersonal and communication skills are required.

PRINCIPAL RESPONSIBILITIES
Under the direction of the Maintenance Manager, and, using own initiative to ensure timely completion of work in accordance with instructions, as may from time to time be issued by the Maintenance Manager, Buildings Manager or Bursar, in connection with a wide variety of duties which include the following:

1. Carry out plumbing/maintenance throughout the college properties.
2. To carry out planned preventative/reactive maintenance on college equipment.
3. To maintain the M&E workshop in a clean and tidy condition at all times.
4. To undertake training as and when required.
5. To assist the Maintenance Manager and Buildings Manager, with plumbing and technical knowledge in accordance with the current British Standards and Building Regulations.

6. Attend regular work progress meetings with the Maintenance Manager. Report on work progress and completion.

ADDITIONAL DUTIES

7. Observation at all times of all recognised safety procedures and the College Health and Safety Policy this will include ensuring that the Health and Safety Policy and safe systems of work are observed by all members of the Maintenance Department staff and by all external contractors. Responsibility for the completion of all necessary Health and Safety Risk Assessments and to monitor and record safe systems of work employed by external contractors.

8. To observe the College Data Protection Policy, the College Equal Opportunities Policy, the College Harassment Policy, the Social Media Policy, and the Computer Acceptable Use policy at all times.

9. Any other duties and responsibilities which are compatible with the post of plumbing and heating engineer, and which may, from time to time, be required.

PERSON SEPCIFICATION

Qualifications, Knowledge and Experience:

- **Essential** - to have attained an approved plumbing qualification such as City and Guilds, NVQ level 2 or equivalent.
- **Desirable** - to have attained an approved plumbing qualification at Level 3 or equivalent.
- To hold a current recognised domestic gas qualification e.g. Gas Safe
- Awareness of and the ability to implement appropriate Health and Safety regulations
- Awareness of Building Regulations

Skills, Abilities and Competencies:

- Competent in pipe fitting, including iron, copper, plastics and steel
- Ability to carry out fault diagnosis of varying types of appliances and fittings
- Ability to work with others and as part of a team
- Competent and conversant with basic electrics
- Ability to use Microsoft Office Software

REMUNERATION

The College Terms and Conditions of Employment provide for:

- Salary of £37,533 per annum.
- 25 days annual holiday for full-time positions (pro-rata for part-time posts), in addition to statutory bank and public holidays.

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• membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
• College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.

Other benefits include:
• Travel to work loan scheme,
• Access to the College Gym
• Permanent Health Insurance
• Life Insurance in conjunction with pension schemes,
• Various discount schemes are available from local traders

Application
Applications should be made via completion of an application form available from www.emma.cam.ac.uk/jobs.

Applications should be sent via email to hr@emma.cam.ac.uk marked ‘Private and Confidential’.