



### Job Description

<b>Job title:</b>	<b>Multi-skilled Plumber</b>
<b>Department/School:</b>	<b>Estates</b>
<b>Grade:</b>	<b>G6</b>
<b>Location:</b>	<b>University of Bath estate including residential, academic and sports areas on and off campus</b>

#### Job purpose

The Maintenance Section provides maintenance services on a diverse range of building services, including heating systems, hot and cold water systems, sanitary ware, internal plumbing and drainage, gas and compressed air services, AHU and ventilation systems.

The role of the Maintenance Plumber is to undertake both planned and reactive maintenance and repair tasks across the range of plumbing building services primarily in hot and cold water systems, sanitary ware, internal plumbing and drainage services across the University estate.

The post holder will also undertake some low level electrical work e.g. isolation and making safe.

#### Source and nature of management provided

Maintenance Section Supervisor

#### Staff management responsibility

None.

#### Career and Professional Development Activities

Post holders will be encouraged and supported to develop a wider knowledge of building services mechanical and electrical systems.

#### Special conditions

##### Hours of Work

36.5 hours per week to be worked Monday to Thursday 08:15hrs to 16:45hrs; Friday 08:15hrs to 15:45hrs. To suit operational requirements you may be requested to work flexibly at any time between 7am and 7pm.

##### Working Environment

The postholder will be expected to work in areas at height, in cramped plant rooms, and areas where access is restricted. Work may be indoors or outdoors at all times of the year and across the University of Bath estate.

**Call –Out**

The postholder shall, as a contractual requirement', be a participant in the 24 hour call- out system.

This post is also identified as a “key worker” for periods of severe winter weather.

“Key workers” would be expected to attend the University wherever possible and are expected to stay until normal finishing time, unless advised otherwise.

**Transport and Availability**

The postholder shall be required to drive University vehicles as required as part of normal duties

As a key worker the postholder shall:

- hold a valid driving licence
- have appropriate independent means of transport
- Live no further than one hour's journey time to the University

**Work Wear**

Craft staff and supervisors are required to wear free issue corporate work wear at all times as detailed in the conditions of issue.

**Mobile Phones**

The postholder shall be required to carry a mobile phone (supplied by the University) at all times while on University business.

**Training and Development**

The postholder shall participate in safety training, and other training and development activities as required by operational demands.

	<b>Main duties and responsibilities</b>
1.	<p>Maintenance and repair of the following systems:</p> <ul style="list-style-type: none"> <li>• Domestic and commercial hot and cold water distribution</li> <li>• Domestic and commercial DHW generation and cold water systems</li> <li>• Internal drainage, soil and waste systems</li> <li>• Laboratory services</li> <li>• Toilets, sinks, urinals and shower mixers</li> <li>• Control Systems</li> </ul> <p>Where necessary:</p> <ul style="list-style-type: none"> <li>• To carry out local electrical isolation and re-instatement in order to safely complete mechanical maintenance works.</li> <li>• Electrical checks and fault finding.</li> </ul>
2.	Carry out primarily reactive maintenance tasks, taking full responsibility for the location, investigation, troubleshooting, root cause analysis and repair of faults and tasks.
3.	Undertake small installation / alteration work as part of building refurbishment or change of use if required.
4.	Keep the task initiator or customer updated on progress during a task
5.	Accept and respond to works instructions given verbally, via Smart phones, tablets or printed work orders.

6.	Complete job / work records and complete "Work Status Cards" via smart phones, tablets, email or printed work orders
7.	Arrange follow on collaboration with other trades or supervisors as required.
8.	Provide information as requested for risk registers, condition surveys and databases.
9.	Escalate issues found during maintenance requiring capital investment, e.g. replacement items following repeat maintenance visits.
10.	Maintain the health and safety of self and others at all times by adhering to Health and Safety legislation and the University's Health and Safety Policy and additional safe working practices outlined in the Departmental Safety Handbook.
11.	Immediately report any concerns that they may have over any unsafe equipment or practices or locations.
12.	Demonstrate excellent customer service at all times including students, staff and contractors.
	You will, from time-to-time, be required to undertake other duties of a similar nature as reasonably required by your line manager.

## Person Specification

Qualifications/ Training	Essential	Desirable
Served a recognised Apprenticeship and attained City & Guilds Parts 1 and 2	✓	
<i>or</i>		
NVQ 2 in Plumbing or related Engineering or Building Services discipline	✓	
Gas Safe qualification		✓
Understanding of electrical systems safety		✓
PHMES CSCS “Gold” card qualification standard		✓

Experience/Knowledge	Essential	Desirable
Demonstrable post training experience in the maintenance, repair, installation and fitting of the systems referred to in the job description.	✓	
Experience of working in a building services environment.	✓	
Will have extensive knowledge of plumbing, internal drainage, and other piped services found in large commercial buildings	✓	
Will have the skills and knowledge to undertake piped services installation and repair in copper, steel, ABS, PVC, MDPE, and press-fit pipe systems.	✓	
Able to use a personal computer, Smart phone and tablet	✓	
Demonstrable understanding of BMS systems		✓

Skills	Essential	Desirable
To be adept at fault finding on building services plant equipment and systems	✓	
Clearly describe and communicate situations that require remedial actions by others	✓	

Attributes	Essential	Desirable
Self-motivated, able to work on own initiative and largely unsupervised.	✓	
A good communicator and motivator with a customer service focus.	✓	
Ability to work as part of a team.	✓	
Ability to work effectively with staff, colleagues, craft staff managers, specialist engineers and other professionals across disciplines and able to demonstrate excellent customer service at all times.	✓	
Willingness to be flexible and adapt to changing priorities.	✓	
Ability to undertake safety training and other training and development activities	✓	

## **Effective Behaviours Framework**

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.

### **Managing self and personal skills:**

Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.

### **Delivering excellent service:**

Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.

### **Finding innovative solutions:**

Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.

### **Embracing change:**

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

### **Using resources:**

Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.

### **Engaging with the big picture:**

Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.

### **Developing self and others:**

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.

### **Working with people:**

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

### **Achieving results:**

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.