

Job Description

Approved Fitter (Gas/ Plumbing)

Salary:	Grade 6
Contract:	Full time (8:00 to 16:00) and ongoing
Location:	Canterbury/Medway
Responsible to:	Maintenance Manager (Mechanical)
Job family:	Operational

Job purpose

To provide Planned Preventative Maintenance (PPM) and Reactive Maintenance services to all stakeholders at the University for mechanical gas fitting/plumbing work, in accordance with the Commercial Services & Estates Department's governance arrangements, Key Performance Indicators (KPIs) and Service Level Statement. Ensure compliance with statutory legislation and regulatory requirements at all times.

Working within a team of highly skilled trades staff maintaining essential services and equipment within the University campus, this role acts as front line contact with our customers and contributes towards the success of the team in delivering first class services.

Key accountabilities

- Action the installation and maintenance of gas boilers, heating systems plumbing, and components. working alongside colleagues who are experts in their field to install/maintain and commission:
 - Commercial Gas boilers in main boiler house and high pressure hot water systems plus aux items
 - Domestic hot water, central heating, water storage and sanitation systems
 - General heating and plumbing systems including gas boiler, water and central heating appliances
 - Commercial servicing boilers, fault finding, repairs and installs
 - Future solar thermal hot water systems, heat pumps and renewable energies
- Carry out both reactive and planned mechanical related maintenance to services and equipment in both residential and academic University buildings without close supervision, ensuring compliance with the Estates Service Level Statement and value for money principles, to ensure critical business continuity at all times.
- Carry out servicing and repairs to gas-fired commercial, domestic boilers and kitchen equipment without close supervision.
- Follow Health & Safety policies issued by University to ensure safety of students, staff and visitors at all times.
- Undertake mechanical services installation work directly from drawings and specifications without supervision.
- Provide feedback and information and deploy and manage resources efficiently to ensure the optimum levels of customer service and value for money are achieved.
- Ensure all works are undertaken in line with statutory legislation and regulations, including health and safety, best practice and the Estates Department's requirements.
- Undertake inspections, testing and record results to ensure compliance as required by legislation and the Estates governance arrangements.
- Supervise and mentor colleagues and contractors to ensure productivity and consistently high standard of work activities.

- Maintain appropriate and accurate records using the University's computer-aided facilities management system for all works.
- Be a designated driver for University vehicles to transport essential equipment and supplies across campus.
- Work flexibly to meet the requirements of the post and provide the best possible customer service including working overtime when required and working part of the out-of-hours mechanical callout cover team.
- Work co-operatively and collaboratively with maintenance colleagues and contractors and all members of the Department and University.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- This is a trade role and the post holder will need to be committed to work and self-motivation under the overall guidance and supervision of the Line Manager.
- Responding positively and flexibly to supervisors and team activities.
- Achieving agreed targets within college and University milestones/guidelines.
- Proactive personal development and self-motivated learning ensuring effective communication.
- Providing a professional customer service while carrying out the role.

Facts & figures

The principal aims of the Commercial Services & Estates Department are to maintain existing, and provide additional, physical resources and services, all at optimum standard and cost-effectiveness, while providing compliance with statutory and general coherent practice requirements.

The Mechanical Maintenance team is a team of 11 and a division within the Maintenance Department responsible for the Mechanical infrastructure's maintenance and operation.

Mechanical Maintenance works closely and collaboratively with the Building, Electrical, and Landscape and Grounds teams to maintain a safe and compliant environment for all studying, working and visiting at the University of Kent.

Internal & external relationships

Internal: Colleagues, staff at all levels, and students within the University

External: Consultants, contractors and visitors

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Use of Screen Display Equipment
- Repetitive limb movements
- Noisy working environment (above 80d)
- Working with machinery (please specify any vibration hazards)
- Working with chemicals (inc. requirement to wear latex gloves and inc. work with CO₂ or N₂ gasses)
- Potential exposure to asbestos or other dusts
- Biological Agents/Scientific Hazards (waste/sewage)
- Working in confined spaces
- Working at heights
- Prolonged physical/manual work/Manual handling (inc. human beings)
- Vocational driving on & off campus (includes use of cars, vans,)

- Prolonged weather hazard exposure – wind/rain/snow/pollen/UV & sun
- Working in isolation
- Contact with Human fluids (blood, saliva etc)
- Pressure to meet important deadlines such as might be inherent in high profile projects
- There may be a requirement to work evenings and weekends.
- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Essential Criteria:

- Registered Apprenticeship in Plumbing or Mechanical services discipline or significant demonstrable experience to an equivalent level (A, I)
- City & Guilds level 3 or equivalent qualification in Plumbing or Mechanical services discipline (A)
- Gas Safe: CCNI Domestic Core Safety (A)
- Gas Safe: CENWAT — Central heating boilers and water heaters (A)
- Gas Safe: CKRI — Domestic cookers (A)
- Gas Safe: CPA1 – Combustion performance analysis (A)
- Gas Safe: TPCP1A - Testing & Purging - commercial gas, or willing to undertake training to achieve (A)
- Gas Safe: COCN1, CIGA1 & ICPN1 - commercial gas (A)
- Extensive proven experience working as a fitter in a maintenance environment (A, I)
- Ability to fault find gas, plumbing, and mechanical faults and rectify (I, T)
- Electrical experience relevant to the role (I)
- Knowledge and understanding of basic electrical connections associated with gas work and the ability to disconnect and reconnect simple electrical items, such as valves and domestic type pumps (I)
- Clean current full UK driving licence (I)
- Understanding of statutory regulations such as Gas Safe, Legionella L8 and Bodily Fluids Regulations (I)
- Flexibility in working hours to include willingness to be part of a call-out rota and/or work overtime as reasonably requested (I)
- Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research (I)
- Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role (I)

Desirable Criteria:

- Basic knowledge of engineering techniques (A)
- Ability to accurately record information electronically and in writing with basic IT skills (A)
- Ability to make independent decisions where appropriate, based on specialist knowledge and experience (A, I)
- Customer awareness and the ability to focus on the necessity to provide a high quality service at all times (I)
- Ability to undertake workshop techniques including hot works, welding and basic machining (I)
- Skills/ability to work at heights & in confined spaces (A)

A - Application; I - Interview; T - Test/presentation at interview stage