

## Job Description

### Plumber

<b>Salary:</b>	Grade 5
<b>Contract:</b>	Full time (shift 12:00 to 8:00pm)
<b>Location:</b>	Canterbury Campus
<b>Responsible to:</b>	Maintenance Manager (Mechanical)
<b>Job family:</b>	Operational

### Job purpose

This post forms part of the maintenance team, looking after the University's facilities and resolving the plumbing issues in multi-varied builds, from student accommodation, staff offices to lecture rooms.

Working alongside team colleagues who are experts in their fields, and as a lone worker with self-discipline and motivation, the role-holder will action the installation, maintenance and commission of plumbing systems and components, taking responsibility as part of the team to maintain existing buildings and facilities both reactively and proactively, ensuring they are fit for purpose and comply with University, statutory and regulatory requirements.

### Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Action the installation, maintenance and commission of plumbing systems and components, including:
  - Domestic cold / hot water, and sanitation systems, fault finding and resolving issues.
  - General plumbing and waste systems including, water supplies, taps, toilets, urinals and showers.
  - Sanitation systems and laying of underground drainage pipes as required.
  - Future solar thermal hot water systems, heat pumps and renewable energies.
- Under supervision, assist colleagues with reactive maintenance work and planned preventative maintenance (PPM) work across the University's estates, including compliance checks to ensure compliance with statutory legislation, regulatory requirements and Service Level Statements.
- Assess plumbing issues on both domestic and commercial buildings and make initial decisions, escalating complex issues to the relevant manager as appropriate.
- Carry out routine maintenance tasks as directed without direct supervision.
- Assess emergency situations and carry out first line emergency repairs when safe to do so.
- Maintain knowledge of and compliance with relevant regulations for plumbing appliances or water supply/drainage, building maintenance and Health & Safety policies.
- Understand and apply domestic and commercial hot and cold water system installation commissioning service and maintenance techniques.
- Understand and apply domestic and commercial sanitation system installation commissioning service and maintenance techniques.
- Carry out plumbing based activities including fabrication, solder welding, installation and repairs.
- Specify and order relevant parts and materials, collect and deliver maintenance goods as necessary using University vehicles.

- Complete relevant supporting administration and maintain appropriate and accurate records to the required standards for all works.
- Monitor and interpret data from the Building Management System to ensure correct usage for all site plant, reporting to colleagues and line manager to allow necessary adjustments to be made.
- Provide coaching, task demonstrations and monitoring of work for apprentices. Supervise/monitor sub-contractors when working on the same project.
- Liaise with departments and staff at all levels during the course of the working day, ensuring a polite, responsive and customer focused manner and minimising disruption for students, staff and visitors

## 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 under the overall guidance and supervision of Line Managers.
- Maintaining up-to-date knowledge of building maintenance regulations, meeting standards in own work and keeping appropriate records of activities up-to-date within a work CAFM system.
- Responding positively and flexibly to managers, supervisors and team activities.
- Prioritising workloads and achieving agreed targets and SLA KPIs within University milestones /guidelines.
- Proactive personal development and self-motivated actions to ensuring effective progress, communicating particularly where more support may be needed or requested.
- Providing professional customer service levels to clients, end users and others.

## 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:

- Overseas travel is a requirement of the role
- 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, etc )
- Weather hazard exposure – wind/rain/snow/pollen/UV & sun
- Working in isolation
- Contact with Human fluids (blood, saliva, waste etc)
- Pressure to meet important deadlines such as might be inherent in high profile events.
- There may be a requirement to work weekends if required
- 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 significant demonstrable experience to an equivalent level (A, I)
- Minimum NVQ Level 2 in plumbing (A)
- GCSE in English and Maths at Grade C/4 or above, or equivalent qualification (A)
- Proven experience of working in a plumbing role dealing with both domestic and commercial scale projects (A,I)
- Interest in and commitment to a career in Plumbing and Engineering (A, I)
- Good communication skills, both written and verbal, including the ability to deal with a range of people at all levels (A, I)
- General basic IT skills e.g. able to competently use I-pads, email, Internet and intranet forms with training (I, T)
- Able to competently follow written and verbal instructions, including taking instruction from drawings and specifications (I, T)
- Awareness of safe working practices (A, I)
- Ability to work at heights and in confined spaces (I)
- Able to and interested in undertaking physical work activities (I)
- A willingness to work flexibly and to learn new skills, including learning from mistakes and proactively making improvements to performance accordingly (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 general knowledge of engineering techniques(A, I)
- Good interpersonal skills (I)
- Willing to undertake such training as is deemed necessary to meet University requirements, maintain and develop required skills (I)
- Full UK manual driving licence (I)
- Experience of using/ability to recognise basic tools (A, I)

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