

## **JOB DESCRIPTION**

<b>Job Title:</b>	Plumber / Pipe fitter
<b>Grade:</b>	3
<b>Responsible to:</b>	Maintenance Supervisor

### **Job Purpose:**

To carry out preventative and reactive maintenance tasks within main academic buildings, accommodation blocks and the external estate. Liaising closely with the Assistant Buildings Manager and Estates Helpdesk Team. Provide a quality plumbing installation and maintenance service to the Campus.

### **Main Duties and Responsibilities:**

Responsible for resolving all reactive tasks allocated to the plumber / pipefitter category on helpdesk to a high standard. The tasks are varied and can include but are not limited to; plumbing (drain unblocking, toilet cistern changes, water tap replacements, plumbing installations, radiator replacements).

Ability to undertake root cause fault analysis and use expertise to solve technical issues. Trouble shooting heating and hot water issues- checking boilers and conducting boiler reset procedures, external roof gutter clearance. Install and repair basins, W/Cs, sinks and showers. Ensure all work is carried out in accordance with current building regulations. Other works may include assisting other trades with various works.

Responding to issues and investigating works to ensure that issues are logged correctly with appropriate details, so that Estates helpdesk team can allocate accordingly

Responsible for planned maintenance, servicing, health and safety checks, including meter readings, visual checks on fire hydrants, radon plant checks, air handling filter changes, gutter and downpipe clearance, residencies room repairs, shower trap checks, water temperature testing, heating checks, rainwater harvesting checks, flushing of infrequently used outlets, to ensure compliance with L8 (control of Legionella).

Responsible for providing assistance in emergency situations relevant to the remit of the role and to assist with/take part in associated training, planning, drills and practices [ e.g fire drills, emergency excercises etc ].

Work effectively with other members of staff and assist other trades as required.

Ensuring that all job status's are communicated effectively to the helpdesk, raise issues by logging of jobs, updating and closing jobs

Identifying any health and safety concerns, awareness of vulnerable persons and report to management where necessary

Use of access equipment, e.g. ladders, scaffold towers and mobile platforms (subject to training) must be able and willing to work at heights.

Responsible for servicing and storage of maintenance tools, chemicals (awareness of COSHH regulations) and master keys.

Recording and checking stock levels for spare parts and equipment used by the Technical Services team

Maintenance and storage of Personal Protective equipment (including checking of harnesses and ropes necessary for working at heights/roofs)

Responsible for weekly maintenance vehicle checks and usage of Technical Services vehicle fleet

Assist with general site operations from time to time as required, e.g. car parks, preparation for events etc.

Participate in the out of hour's emergency call out rota on a shift rota basis with other members of the building services/ estates team.

Working in adverse weather conditions, there will be situations which will require working outside for example, clearing blocked road drains, sweeping snow, installing temporary weather protection for the buildings.

Assisting with asset management and categorisation of plant and building assets

Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.

To work within the relevant legislation, policies and procedures.

To participate in the Annual Performance Development Review Process.

To actively support equality and diversity policies of Falmouth Exeter Plus.

To attend training courses as identified and agreed for appropriate development.

Working within the Health and Safety at Work Act, the post-holder has a legal duty to take reasonable care for Health and Safety both for themselves and others who may be affected by their actions. They are also required to undertake Health and Safety training commensurate with the level required by the post and to take part in risk assessment

procedures and the implementation of agreed recommended work practices within the area.

An Enhanced DBS check may be required.

Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility.

## PERSON SPECIFICATION

### Post Title: Plumber / Pipefitter

Attributes	Essential Requirements	Desirable Requirements
<p><b>Education / Qualifications</b></p>	<p>Apprenticeship, City &amp; Guilds or NVQ equivalent qualification in plumbing, pipefitting or heating installations.</p> <p>Clean driving licence.</p>	<p>IPAF license</p> <p>Pasma training</p> <p>Asbestos awareness training</p> <p>Unvented system qualifications</p> <p>First Aid Qualifications</p>
<p><b>Experience / Knowledge</b></p>	<p>Substantial post qualification experience working in a plumbing role.</p> <p>Sufficient knowledge and technical expertise to enable root cause analysis of problems and provide solutions for safe repairs.</p> <p>Experience of working in a building maintenance role in commercial environment or housing/ accommodation environment on plumbing installations.</p> <p>Knowledge of Health &amp; Safety requirements.</p> <p>PC literate.</p>	<p>Experience of working in an educational facility setting</p> <p>Experience of mobile elevated platforms</p> <p>Working at height certificate.</p>
<p><b>Skills / Personal Requirements</b></p>	<p>Able to participate in the Out of Hours call out rota.</p> <p>Good communication skills</p> <p>Good customer service skills</p> <p>Able to work outdoors in all weather conditions.</p> <p>Able to work at height (after training).</p> <p>Ability to work under own initiative.</p>	