



Selwyn College Cambridge

## Plumber

### Job Description

<b>Job title:</b>	Plumber
<b>Department:</b>	Maintenance
<b>Reports to:</b>	Head of Buildings & Maintenance
<b>Working pattern:</b>	Full-time, 37.5 hours per week
<b>Contract:</b>	Permanent, subject to six months' probation

#### Purpose of the role

To provide a competent and efficient plumbing service, to support the Head of Buildings & Maintenance in providing the highest possible standard of maintenance, repair and refurbishment of College properties

#### Key duties and responsibilities

- To carry out routine plumbing repairs reported to the Maintenance Department
- To maintain plumbing and heating systems, in compliance with operating and maintenance manuals
- To provide technical support and advice on plumbing issues to the Head of Buildings & Maintenance and other staff as necessary
- To carry out plumbing installation and improvement works to College properties.
- To assume practical responsibility for all heating related installations, and provide timely pre-emptive condition reports to the Head of Buildings & Maintenance.
- To provide a technical point of contact when dealing with external contractors in (this includes repairs and refurbishments of heating/plumbing projects)
- To assess and order parts and equipment necessary for individual tasks, in conjunction with the Maintenance Office Manager
- To liaise with the Head of Buildings & Maintenance and Maintenance Office Manager

to establish planned and routine maintenance programme and reporting procedures

- To work to recognised industry standards at all times
- To participate in the provision of out-of-hours emergency cover as necessary
- To undertake training as required to perform the duties of the role, including health and safety courses and further trade development to maintain current knowledge and professional qualifications (Continued Professional Development)
- To complete various plumbing PPM tasks.
- To assist other trades as/when required
- To undertake any other duties as directed by the Head of Buildings & Maintenance and/or Maintenance Office Manager within the remit of the role

### **Health and Safety Considerations:**

Members of the maintenance department should at all times:

- Follow health and safety procedures of the College and those specific to the Maintenance Department
- Ensure that all tools used are cleaned and put away in the correct and safe place. Tools must not be left lying around College properties.
- Wear appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Head of Buildings & Maintenance.
- Report any potential hazards around the College to the Head of Buildings & Maintenance or Maintenance Office Manager
- Report any faulty PPE to the Head of Buildings & Maintenance or Maintenance Office Manager

### **Essential Skills:**

- Proof of recognized trade training (e.g. NVQ Level 3, City & Guilds, or Apprenticeship)
- Good analytical and diagnostic skills and the ability to provide practical solutions to rectify faults
- Excellent organisational and good time management skills.
- An awareness of good health and safety working practices relevant to the plumbing trade and the immediate working environment

- Self-motivated, with ability to work without close supervision and a tolerance of dealing with routine problems
- Attention to detail to ensure all tasks are completed, deadlines are met, and accurate records are maintained.
- Excellent communication skills, with the ability to relate well with Senior Members, Staff, Students, Contractors and Suppliers
- Ability to work well under pressure
- Ability to work off own initiative
- Capacity to work as part of a team and/or independently
- A willingness to learn new skills and undertake any training deemed relevant to the post
- Able to provide occasional out of hours emergency cover
- Undertake any other duties as may be reasonably required by the Head of Buildings & Maintenance.

#### **Desirable Skills:**

- Previous experience of working in a College or institutional environment
- Experience of working with listed buildings
- Ability to work at height
- Ability to read technical drawings

Where you fit in the structure:

