

JOB DESCRIPTION

Job Title:

Mechanical Services Plumber/Supervisor

Department: Works (Mechanical Services)

Reports to: Building and Services Manager

Responsible for: Supervision of the in-house direct Works team responsible for delivering mechanical, gas and plumbing works. Leading on day-to-day operations, team welfare, team workflow coordination, workload planning and actively promoting an accountable and safe working culture. Scope of in-house delivery includes, but is not limited to, hot and cold water management, heating, plant and infrastructure servicing, ventilation and cooling systems and site drainage. Responsible for management of the Building Management System (BMS), contributing to mechanical design options appraisal, implementation and compliance. Management of external contractors where required for maintenance and new installation work. Acting as subject matter expert on design proposals. Working to reduce carbon footprint and energy usage through embracing sustainable systems of working.

The role holder will be required to act as the person responsible for Gas Safety Registration and will assume the role of deputy responsible person for water management.

Purpose of role:

Maintain the mechanical and plumbing infrastructure of the College through an effective planned preventative regime. Manage a team of skilled plumbers and gas fitters to provide an efficient response to reactive works and help deliver legal compliance in relation to water management, gas safety (Gas Safe) and safe working practices for both the internal works team and external contractor appointments. For both internal and external works delivery, the role holder will be responsible for quality assurance of those works.

Main Responsibilities:

1. Supervision of a team of plumbers and mechanical engineers including work allocation and checking standards and progress of work.
2. Provide leadership in respect of developing and maintaining safe systems of work linked to in-house and external works delivery, including quality assurance of works undertaken and contributing to associated incident investigation and active reporting. Proactively maintaining and implementing team engagement, coordinating team toolbox talks and completion of risk assessments linked to works delivered.
3. Work with the Property Compliance Officer to review compliance records on a monthly basis or as required to ensure that all works delivered confirm to College and statutory requirements.

4. Ensure that the team's planned and reactive plumbing maintenance works are undertaken in a timely and professional manner, aligned to all College's standards and promoting a proactive and accountable culture.
5. Plan and oversee reactive work orders on a daily and weekly basis to ensure that departmental and team KPIs are met. Working with other departments and team members to ensure all works are delivered to a high standard that reflects value for money. Identify budget and resource requirements in the context of annual budget setting rounds.
6. Support the team 'hands-on' with routine, reactive and complex mechanical work.
7. Actively contribute to the coordination, management and delivery of comprehensive out-of-hours works service provided by the College's Works Department. This includes supporting the development and operational oversight of the out-of-house service specifically for the plumbing team, delivered through a formal rota system. The role requires ongoing participation in the out of hours rota as a core responsibility.
8. Oversee contractors delivering maintenance, servicing and installation work, ensuring that they deliver to the requirements set out in their service standards and terms of contracted engagement on site. Ensure a high-quality standard of work, delivered in a timely fashion.
9. Work in collaboration with the wider Works leadership team, provide timely and comprehensive feedback to support robust contract and resource management.
10. Champion high quality service delivery through commitment to team development and training, embracing opportunities for continuous professional development alongside the promotion of a positive safe working culture.
11. Collaborate with the Works Department procurement team, to ensure appropriate levels of stock, materials and equipment (including tools where necessary) are maintained to effectively deliver services. Ensure compliance with the College Procurement Policy and demonstrate value for money. Research new equipment and tools required to optimize the Plumbing team works delivery.
12. Provide design support to external plumbing consultants on projects, checking designs produced by external consultants, scrutinising against College specifications, requirements and comments, report accordingly and providing advice on existing services and installations to assist in design works.
13. Attend regular team, department and contractor meetings, providing expert knowledge and advice. Undertake structured regular one to one review meetings with plumbers as required to maintain performance of the team.

PERSON SPECIFICATION

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| <ul style="list-style-type: none"> • Qualifications | <p>Essential:</p> <ul style="list-style-type: none"> • C&G Level 2 or above Heating and Ventilation. • City & Guilds or BTEC National Certificate/Diploma, or an advanced modern apprenticeship in mechanical or plumbing or equivalent qualification. (Level 3 Qualification Desirable) <p>Desirable:</p> <ul style="list-style-type: none"> • GAS-SAFE registered including CCNI, CENI, CKRI, HTRI, and METI. |
| <p>Experience</p> | <ul style="list-style-type: none"> • Previous experience providing supervision and quality assurance delivered by a direct skilled team of gas and plumbing engineers. • Previous experience of managing external contractors, including planning and quality assurance within agreed budgets. • Previous experience as acting as a Responsible Person for Water Management across a complex site. • Proven and relevant post-apprenticeship experience in a public or commercial organisation responsible for operation and maintenance of mechanical building services, including gas contract management. • Operation and maintenance of: <ul style="list-style-type: none"> ○ BMS Systems. ○ Heating, cooling, drainage, extraction and plumbing. ○ Gas boilers, heating appliances and cooking. ○ Pressurised systems to supply heating, hot water and drinking water. • Experience of working collaboratively, within a sequence of work, with internal and external trades to efficiently and effectively deliver the services required. • Experience of working in a heritage environment, contributing to the maintenance of listed and historical buildings would be advantageous. |
| <p>Skills</p> | <ul style="list-style-type: none"> ○ Attention to detail, problem solving and team working. (Essential) ○ IT Skills – MS Office Suite. (Essential) ○ Reading of technical drawings specifications and O&M Manuals. (Essential) |
| <p>Additional requirements</p> | <ul style="list-style-type: none"> ○ Flexibility during busy periods ○ On call provision for out of hours on a rota basis (remuneration in accordance with College Policy.) ○ Works staff will normally use a College cycle to transport themselves and tools around College and its surrounding sites. |

EMPLOYMENT DETAILS

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| Rate of Pay: | £51,325 per annum. |
| Hours: | 39 hours per week, 0800 to 1700 Monday to Thursday, 0800 to 1600 Friday with an unpaid hour for lunch. Staff are expected to work in College i.e. hybrid working is not available. |
| Probationary Period: | Six months. |
| Holiday: | 25 working days per annum plus 8 public holidays. |
| Meals: | Free lunch is provided for staff whose duties cover this period when working in College. |
| Pension scheme: | A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months' service. All staff will become members unless they choose to opt out. |
| Employee Assistance: | The Employee Assistance Programme is a free and confidential telephone and web-based information and support service providing staff with access to caring and professional consultants and counsellors. |
| Private Health Care: | Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit. |
| Gym: | Membership of the College gym is available for a modest fee. Inductions are compulsory. |
| Sports & Social Club: | The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event. |
| Cycle to work Scheme: | There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it. Staff are able to apply for this scheme after successful completion of their probationary period. Maximum limits apply. |
| Access to College: | The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work, and the College may be able to provide covered cycle parking. |
| Private Health Care: | The College provides private health care and membership of a dental care scheme. Staff can join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit. |
| College Punts: | Use of College punts at a subsidised rate. |