

JOB DESCRIPTION

Job Title: Plumber/Fitter

Reports to: Heating Engineer/Supervisor

Department Background

The Works Department of approximately 30 staff provides maintenance and support for the services and upkeep of the buildings on an extensive site in the centre of Cambridge. The team consists of electricians, carpenters, plumbers, builders, painters and general maintenance assistants, all responding to the direction of the Director of Works. We are looking to recruit a plumber/fitter to join the team of 4.

Main purpose of role

The Plumber/Fitter will provide both a reactive and planned maintenance role covering heating and ventilation, above and below ground drainage, hot and cold water services, gas services, maintenance and adjustment of existing plant, equipment and controls. They will carry out installations, report faults and problems, verbally and in writing, and provide general support as directed.

Main Responsibilities:

- To be able to understand the function of the heating plant, controls and ancillary equipment and to be able to make repairs, adjustments and fault find.
- To carry out regular routine maintenance on boiler plant, including burners, pumps, flues, heating controls and valves etc. and on hot and cold services, drainage etc.
- To carry out alterations and improvements to heating, ventilation, plumbing and ancillary equipment.
- To carry out small fabrications by means of gas and arc welding as directed by the Supervisor.
- To carry out lead work repairs and small project work for old lead pipes, gutter fall pipes, hoppers and lead roofs to relevant codes of practice.
- To carry out repairs, maintenance and installations to required standards.
- To work collaboratively with other trades within the department, working within a sequence of works, in order to deliver the service as a team, to the standard required within the set time limits.
- To attend courses and lectures as directed by the supervisor/manager relevant to the trade to update knowledge and skills, including Health and Safety, where applicable. If the role holder is GAS SAFE registered, to attend courses to maintain the professional and accredited status.
- To cover/stand in for other members of staff who may be absent as directed.
- Additional attendance will be required in order to respond to emergencies occurring outside normal working hours on a rota basis and overtime may also be required to be worked to ensure that all jobs/tasks are completed each day or week.
- To undertake any other relevant duties, which arise due to the nature and character of the post as required.

This list is not exhaustive due to the varied nature of the work required. The post holder may be asked to do other jobs within their capabilities from time to time as directed by the Supervisor or Manager.

Additional information

Maintenance, repairs and emergencies occur throughout the College site, covering an area from Grange Road to Jesus Lane. The role involves working in buildings of varying ages with access to stairs, basements and roof spaces.

PERSON SPECIFICATION

Knowledge and Experience

Candidates should have completed a craft apprenticeship with City & Guilds or BTEC National Certificate/Diploma, or an advanced modern apprenticeship (NVQ L2 with key skills) in mechanical or plumbing or equivalent qualification. You should also possess proven and relevant post-apprenticeship experience in a public or commercial organisation responsible for operation and maintenance of mechanical building services. GAS-SAFE registered is highly desirable ideally with what has been known as CCNI, CENI, CKRI, HTRI, and METI. If not GAS-SAFE registered, candidates should be willing to attend training as required.

Skills and Personal Attributes

- Candidates should be adaptable, able to use their own initiative within set parameters, and be able to respond to emergencies.
- Being comfortable working on their own and collaboratively with the Plumbing team as well as with the other members of the Works team in order to provide a comprehensive Works service to the College.
- Being comfortable working in confined spaces and working at height.
- A "can do" attitude to working with a positive attitude and ability to work in a methodical manner.
- Be punctual.
- Well presented.
- Ability to work flexibly.
- Able to use College cycle (provided) to transport themselves and tools around College and its surrounding sites.

Health and Safety

All staff to show a responsible attitude towards their own, their colleagues and any other persons that may be affected by their actions in relation to Health and Safety. Observing rules, regulations or instructions given by Superiors. They must be prepared to undertake any training provided in relation to Health and Safety or which is identified as necessary in relation to their work.

The College reserves the right to make reasonable changes to the duties and requirements of the job description which may be necessary to meet the changing needs of the job or to reflect the latest technology or best practice.

EMPLOYMENT DETAILS

Rate of Pay:	£40,540 per annum.
Hours:	39 hours per week, 0800 to 1700 Monday to Thursday, 0800 to 1600 Friday with an unpaid hour for lunch.
Probationary Period:	6 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 month's service. All staff will become members unless they choose to opt out.
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:	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, over 12 months, maximum limits apply after successful completion of their probationary period, subject to certain limitations.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7. This is a free and confidential telephone and web based information and support service providing staff with access to professional consultants and counsellors.
Childcare:	Access to a workplace nursery, subject to places being available.
College Punts:	Use of College punts at a subsidised rate.
Access to College:	The College is unable to provide parking on site. 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.