**Job Description:**

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| **Post:** | **Facilities Engineer – Plumber** (37 hours per week, 52 weeks per year) |
| **Salary Grade:** | Fixed Point: Grade 4, Spinal Point 18 (FTE Salary: £28,896.48)  |
| **Responsible to:** | Facilities Team Leader |
| **Responsible for:** |  |

**Key Purpose:**

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| **1** | To be responsible to the Head of Facilities for the planned preventative maintenance, fault diagnosis and repair of all plumbing equipment and infrastructure appertaining to serving the College sites. |
| **2** | To provide support and direction to the Facilities Engineering teams in delivering an exemplary, best practice, customer focussed facilities support service aligned with the college’s strategic aims and objectives. |
| **3** | To work with the Head of Facilities on ensuring safe systems of work and procedures. |

**Key Responsibilities and Accountabilities:**

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| **A** | To develop, implement and record a Planned Preventative Maintenance Schedule to ensure maximum life of plumbing and mechanical services and to fully integrate with the Facilities Team assisting in its duties. |
| **B** | Maintain plumbing infrastructure and equipment in accordance with legislation, maintenance routines and manufacturer’s instructions. |
| **C** | Arrange supply of all necessary spare parts, replacement parts and consumables as is required. |
| **D** | Carry out fault diagnosis and remedial works as required on plumbing infrastructure and equipment. |
| **E** | Take an active role in the conservation of all energy usage advising on any possible energy saving initiatives. |
| **F** | To ensure compliance with all statutory and mandatory regulations and recommendations for electrical systems. |
| **G** | To operate and develop the planned maintenance and associated remedial works on water hygiene systems. |
| **H** | Assist in the preparation of specifications and tender documents, and the monitoring of contractors in regards to contracts for repairs and maintenance. |
| **I** | To familiarise the Facilities Team with all plumbing infrastructure systems on College site. |
| **J** | To carry out other relevant facilities duties as and when required and requested by the College Line Management. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within Health, Safety And Environmental guidelines and be aware of responsibilities for staff and college alike. |
| **4** | Adhere to College policies and procedures. |
| **5** | Be responsible for safeguarding and promoting the welfare of young children, young people and vulnerable adults. |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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| --- | --- | --- | --- | --- |
|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| 1 | Good general education to include Maths and English to Grade C, or willingness to undertake. | Y |  | A |
| 2 | IOSH Qualification, or willingness to undertake. |  | Y | A/I |
| 3 | NEBOSH Qualification, or capability to undertake. |  | Y | A/I |
| 4 | Level 2 Plumbing qualification  | Y |  | A/I |
| 5 | NVQ Level 2 - Plumbing | Y |  | A/I |
| 6 | Legionella Awareness | Y |  |  |
| 7 | Legionella Responsible Person |  | Y | A/I |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| 8 | Understanding of current health and safety legislation in relation to safety at work | Y |  | A/I |
| 9 | Knowledge and understanding of IT packages to include Microsoft Excel and Word and CAFM. | Y |  | A/I |
| 10 | Experience of working within a Facilities or Estates Management environment. | Y |  | A/I |
| 11 | Experience in managing operations against project plans. | Y |  | A/I |
| 12 | Experience working in an environment of planned and reactive maintenance | Y |  | A/I |
| 13 | Previous experience of managing contractors and the supply chain. | Y |  | A/I |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| 14 | Able to plan and organise own work and set priorities | Y |  | A/I |
| 15 | Excellent customer service skills. | Y |  | A/I |
| 16 | Excellent interpersonal skills with the ability to communicate and delegate at all levels. | Y |  | A/I |
| 17 | Effective teamwork skills with the ability to lead diverse teams. | Y |  | A/I |
| 18 | Ability to work under pressure. | Y |  | A/I |
| 19 | Attention to detail | Y |  | A/I |
| 20 | Diligent, professional and flexible | Y |  | A/I |
| 21 | Ability to travel independently between college sites as required | Y |  | A/I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment