

The Leicestershire College Job Description

1. Job Details

Job Title: **Gas and Plumbing Maintenance Officer**
 Job Number: **96565**
 Reporting To: **Senior Estates Officer**
 Department: **Estates**
 Annual Salary (FTE): **£29,153**
 Date: **August 2019**

2. Job Purpose

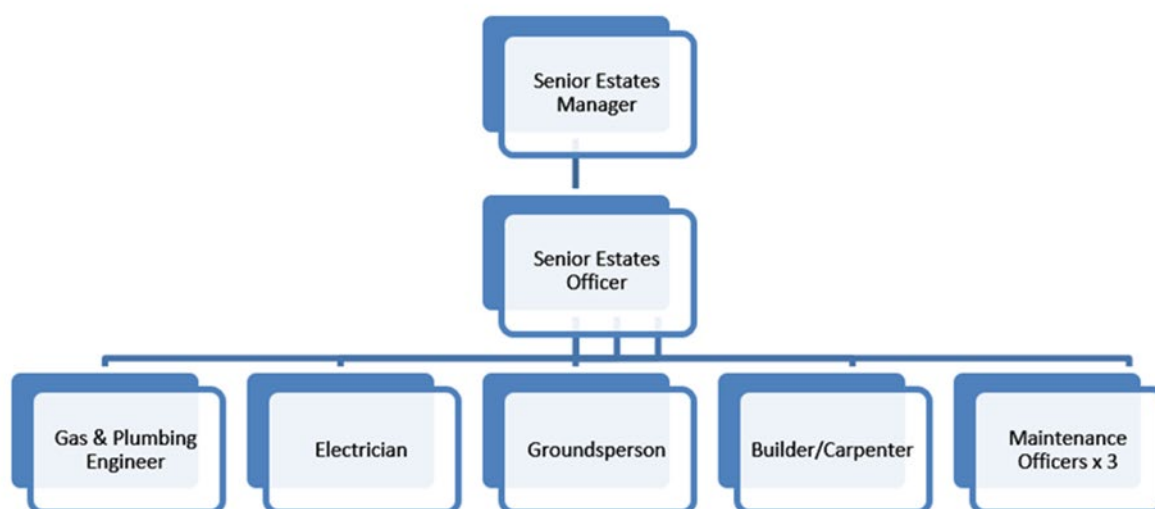
To provide a customer focused proactive maintenance service which meets the needs of the college now and in the future by being an innovate department in its approach to planned and reactive maintenance.

The primary purpose of the role is to carry out domestic and commercial Gas and plumbing repairs, maintenance and some installation works. The secondary purpose is to support aspects of the Estates department to include campus grounds, accommodation, security and support desk functions in line with KPIs' and SLA's set by the college.

3. Dimensions

To provide an estates services which operates 37 hours per week inclusive of scheduled weekend working arrangements. To help ensure the estates management work within agreed budgets and achieve agreed KPI's, SLA's set by the college.

4. Organisation chart



5. Key Responsibilities

The Estates Gas and Plumbing Engineer will have previous experience working within an educational industry, have extensive domestic and commercial experience, be conversant with domestic and commercial boilers ranging from 7kw - 600kw, air heaters, radiant tube heaters and have some experience with AHU's. They will also have good understanding of health and safety within the work place and minimum qualifications: CCN1, CENWAT, CMDDA1, CKR1, HTR1 COCN1 or CODNCO1, CIGA1, CORT1, ICAE1, ICPN1, TPCP1, and TPCP1A

Key duties

Primary roles

- Carry out all types of repairs to heating, water and pump systems in Loughborough College.
- To carry out proactive fault finding to ensure longevity the assets.
- To Carry out some installation works to small and medium size projects
- To help develop a proactive maintenance plan which allows for the development of new technologies which will ensure maximum efficacy is obtained.
- To follow all gas safe regulations and best practices
- Provided a rapid response to heating and water issues at the college accommodation.
- To Document key isolation points for all buildings.

Health and Safety compliance

- To be fully compliant with and implement procedures covered by the Health and Safety at Work Act 1974.
- Work to all safe working practices which follow Health and Safety procedures which are in line with approved codes of practice.
- To report and make safe defects.
- To inspect repair where possible and report all defective equipment including safety equipment.
- To immediately report all Health and Safety infringements.
- Be responsible for completing dynamic risk assessments when arriving to tasks, checking that the safety of themselves and/or others will not be compromised by completing the task.
- To assist in fire evacuations as key members of the evacuation team
- To maintain accurate and timely records of all compliance testing and checking in line with standards and schedules.
- To support the maintenance team with any statutory compliance check as and when needed.

Energy Management

- To help implement a range of energy management strategies.
- To monitor and report on all plant systems ensuring they are working efficiently.
- To support the development of new energy systems and plant equipment which will support the environmentally plan to reduce the carbon footprint of the college.

Building and Grounds Maintenance Work

- To ensure Maintenance issue meet all college KPI's and SLA's
- To react quickly and skilfully to reactive maintenance issues.
- To implement and record a proactive maintenance schedule.

- Use training and knowledge to assess the quickest and most cost effect solution to problems.
- To ensure all tools and equipment are maintained to manufactures instructions and record.
- To ensure detail and clear information is passed though the help desk system on completion of jobs and or when a job requires a 3rd part resolution.
- To maintain stores with the correct stock levels and ensure stock checks are carried out and are recorded accurately.
- To carry out maintenance works at height.
- To have relative experience in one of the following areas: general building, carpentry, joinery, basic electric, painting and decorating or hard land scraping.
- To support when needed to carry out portable appliance testing as part of a planned schedule and report on finding.
- To support as and when needed to clear all external areas and clean from rubbish and are check daily.
- To assist in maintaining gullies, drains and gutters across the college estate.
- To carry out reactive and planned outside maintenance.
- To be responsible for ensuring clear and safe pedestrian access to the college particularly in adverse weather conditions

Emergencies

- To provide a fast, reactive service which follows SLA's across the college estate.
- To be a point of contact when necessary for Emergency Services and other organisations.
- To be a key member in emergency situations and provided support with emergency processes.
- To react swiftly and appropriately to all other unforeseen emergency situations.
- To Document key isolation points for all buildings.
- To respond to emergencies maintenance call outs as and when required

Secondary role in support of estates may include the following

Driving, traffic and parking duties

- To drive arrange of college vehicles, to including agricultural equipment.
- To maintain all estates vehicles to required standards.
- To ensure all vehicles are clean and washed weekly.
- To support on traffic and car parking issues as and when required.

Security of Premises and Contents

- To be available as support for securing and opening of premises at key times.
- To fully understand how all security operating systems work.
- To support a call out system across the full college estate as and when needed.
- To be a key member of the response team to security issue which may arise on the estate.
To logo and report incident as and when they happen.

Porter Duties

- To carry out a full portorage service which supports the college.
- To carry out mobilisation services (movement of furniture and equipment) within agreed timescales.
- To carry out event set ups to included carpet laying, curtain surrounds and stage layout.

Other Duties

- To carry out a full waste collection service.
- To conduct a conditions report on each building to ensure a proactive approach is taken to issues on the campus.
- To take a customer driven approach to all aspects of the role.
- To carry out reasonable overtime requirements.
- To undertake such other reasonable duties as required by estate management.

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first-choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

6. Key Working Relationships and Communications

Internal: The maintenance officer will need to develop close working relationships with key college stakeholders. They will also need to use electronic, verbal and written skills when delivering the required service.

External: The maintenance officer will be required to liaise with external contractors for a range of activities.

7. Scope for Impact

Not Applicable

8. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Will have the following qualification as a minimum CCN1, CENWAT, CMDDA1, CKR1, HTR1 COCN1 or CODNCO1, CIGA1, CORT1, ICAE1, ICPN1, TPCP1, and TPCP1A	✓		Application
2	Extensive experience or hold a relevant qualification in, construction, plumbing, joinery, plastering, painting and decorating.	✓		Application/ Interview
3	Possess qualifications in Maths and English Levels 4-9 (GCSE Grade A-C) or equivalent or willing to work towards	✓		Application
4	Certificate in PASMA/IPAF/LADDERS		✓	Application
5	Certificate in legionella awareness		✓	Application/ interview
6	Certificate in Asbestos Awareness		✓	Application/ interview
7	Health and Safety qualification	✓		Application
EXPERIENCE				
8	Demonstrate experience of working at an operational site as a Maintenance/Premises Officer	✓		Application/ Interview
9	Proven experience of co-ordinating a range of tasks and activities to service level agreements	✓		Application/ Interview
10	Proven experience of using hand held devices for receiving and sending communications to helpdesk for closing down allocated jobs		✓	Interview
11	Experience of working to key performance targets.	✓		Interview
12	Proven and extensive experience of working in a construction trade	✓		Application/ Interview
SKILLS & KNOWLEDGE				
13	Highly competent and knowledgeable in one of the above construction trades	✓		Interview
14	Possess a positive, can-do approach to work	✓		Interview
15	A strong and proven commitment to high quality customer service	✓		Application/ Interview
16	Possess a current driving licence or is working to ward gaining one	✓		Application/ Interview
17	The ability to work in a highly organised manner		✓	Interview
18	The ability to implement any changes that may be introduced from time to time	✓		Interview

19	The ability to work independently using initiative or as part of a team with clear instruction.	✓		Application/ Interview
20	The ability to carry out the physical demands of the role	✓		Interview
21	The ability to create solution for problems independently and with confidence	✓		Interview
BEHAVIOURS				
22	The ability to maintain good relationships with staff at a range of levels by behaving with integrity, treating people with respect and leading by example	✓		Interview
23	Demonstrates a professional approach which generates credibility and confidence	✓		Interview
24	Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.	✓		Interview
25	Understanding of and commitment to Equality and Diversity	✓		Interview
26	Flexibility to be able to work occasional weekends	✓		Interview
27	Commitment to undertake the college Induction Programme upon commencement of employment	✓		Interview
28	Adherence and support of college policies and procedures including Health and Safety procedures and guidance	✓		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **August 2019** and may be amended in light of changing circumstances following discussion with the post holder.

9. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	