

## **Job Title: Plumbing / Heating & HVAC Operative**

### **REQ250288**

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployed is identified.**

#### **School/Department summary**

### **Job Description**

#### **Job Grade: Operational Service Grade 4**

#### **Job Purpose**

To be responsible to the Plumbing / Heating & HVAC Services Manager for the planned and reactive maintenance and repair of Plumbing / Heating & HVAC services and equipment . Be part of a technical response team ensuring asset management, H & S, statutory, work processes and compliance tasks are carried out safely and on time. All of which are to be delivered within budget and standards; whilst ensuring performance is not compromised.

#### **Job Duties**

- The maintenance, repair and replacement of primarily Plumbing & Heating & HVAC equipment including, but not limited to heating services, plumbing, ventilation, plant controls and boiler plant.
- Utilise the FM asset management tool to ensure that work is planned, prioritised and recorded.
- Implement minor installation works in existing buildings.
- To be available for emergency call-out on a rota basis to be detailed by the Plumbing / Heating & HVAC Services Manager.
- To comply with Health and Safety Regulations ensuring equipment used (including personal tools) is maintained in a serviceable condition and that work procedures are safe and adhered to.
- To understand and implement Health and Safety policies and requirements for yourself and others commensurate with your level of responsibility within the department to enable you to discharge your duties and responsibilities safely.
- To undertake any other type of maintenance work in connection with the functioning of the University's services as required by the Plumbing & Heating & HVAC Services Manager.
- To partake in the staff PDR process in line with the Loughborough University policies and guidelines.

- Attend mandatory and job specific training as requested by the university.
- Deal responsibly and professionally with emergencies and breakdowns.
- Proactively engage in your own training and development.
- To support a positive Health and Safety culture.
- Attendance may also be required occasionally outside normal hours to deal with certain maintenance procedures.

### Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity.

### Organisational Responsibility

Reports to the Plumbing / Heating & HVAC Services Manager.

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Previous experience of repair and maintenance in connection with mechanical services.	1 / 3
	Experience at working within a multi-disciplined team.	1 / 3
	Experience of working within a large maintenance organisation.	1 / 3

	Experience of working and using planned and preventative maintenance systems	1 / 3
	Experience of working within occupied premises	1 / 3
Skills and abilities	Ability to undertake regular routine repairs and maintenance work within a mechanical maintenance environment.	1 / 3
	To work with efficiency and accurately	1 / 3
	The ability to priorities own work.	1 / 3
	To demonstrate reliability and flexibility	1 / 3
	To demonstrate the ability to work as part of a team	1 / 3
	To possess good interpersonal skills.	1 / 3
Training	A willingness to undertake future training as required.	1 / 3
	To take ownership of self-development	1 / 3
Qualifications	To have served a recognised indentured apprenticeship or equivalent experience or equivalent practical experience.	1 / 3
	City and Guilds Technical Qualification or equivalent.	1 / 3
Other	To be available out of hours (CALL OUT ROTA).	1 / 3
	Full Driving Licence required	1 / 3

#### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working on a large diverse estate.	1 / 3
	Be able or willing to develop expertise in specific legislative disciplines e.g. Gas and Pressure Systems.	1 / 3
Skills and abilities	Competent or familiar with CAFM system "Archibus"	1 / 3
Qualifications	IOSH Managing Safely	1 / 3
	Recognised Management Qualification	1 / 3

## Conditions of Service

The position is FULL TIME and OPEN-ENDED. Salary will be on Grade 4, SALARY BAND per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>).

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swam/>.

## Informal Enquiries

Informal enquiries should be made to Matthew Polkey by email at [m.polkey@lboro.ac.uk](mailto:m.polkey@lboro.ac.uk).