

## Advanced Plumbing Park Lead

### School/Department summary:

*The Estates and Facilities Management team at Loughborough University is central to creating the world-class campus experience for which the University is known. We are a large and diverse team made up of Catering, Residential, Domestic, Projects, Operations, Maintenance, Engineering, Sustainability and Space teams. Together, we manage and develop one of the UK's largest single-site campuses, ensuring that its buildings, grounds, infrastructure and support services are sustainable, stylish and set up for success. We work collaboratively to support our students, colleagues and partners, helping to shape the exceptional campus environment we are consistently recognised and awarded for. Above all, we take pride in creating a welcoming, vibrant and authentic workplace where everyone can thrive and we welcome likeminded individuals to join us and be part of our future.*

### Job Description

#### Job Family and Grade: Operational Services Grade 5

#### Job Purpose

The Advanced Mechanical Technician will be responsible for the delivery of planned preventative and reactive maintenance of the mechanical services across the university, ensuring adherence to operational, regulatory and University compliance requirements.

The role is key to maintaining University functions and will assist the Mechanical Services Manager in leading a team of operational maintenance technicians focusing upon critical, essential, non-essential and asset operational maintenance.

#### Job Duties

- Carry out the planned preventative maintenance programmes and ensure compliance with all relevant guidelines, statutory acts and regulations and ensure relevant feedback of compliance issues and actions are shared with the relevant teams.
- Have a complete understanding and the ability to resolve complex faults within the operation and recovery of all mechanical systems within the building portfolio.
- Responsibility for the management and operation of the main boiler plants and Combined Heat and Power (CHP) plants.
- Responsible for the District Heating network and control.
- Ensure that all work is planned, recorded and visible through the FM asset management tool.
- Take specific responsibility for the maintenance and operation of the sites critical mechanical and BMS services.
- Act as site control function for permits to work and access to the site.
- Maintain a Safe System of Work process and periodically update as may be required.
- Manage and conduct fault finding across all engineering infrastructure.
- Conduct statutory system and asset testing and report accordingly.
- Deliver and comply with all Statutory, University and Client specific environmental, health, safety and quality standards applicable to the University environment.
- Liaise with, monitor and control the activities of external contractors working at the University.

- You will be expected to deliver a high level of customer focused service and participate in additional training as and when required.
- Have a working knowledge of the BMS and work closely with the BMS technicians to identify and rectify faults in a timely manner.
- Be responsible for and ensure the effectiveness of the teams in terms of technical competency, health and safety and service delivery.
- Deal responsibly and professionally with emergencies and breakdowns
- Lead and motivate staff and ensure the PDR process is conducted and completed in a timely manner in accordance with Loughborough University policies and guidelines
- Ensure staff attendance at mandatory and job specific training as requested by the University.
- Ensure staff are compliant with all relevant regulations
- Be pro-active in undertaking training and development as required for the role
- Support change and improvement initiatives within FM and provide support for staff in adopting new technology.
- To carry out monthly Health and Safety audits on in house staff and external contractors.
- To support and promote a positive Health and Safety culture within the team
- Attendance may also be required occasionally outside normal hours to deal with certain maintenance procedures and specialist critical systems contractors.

### 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 outlined in the document.

### Organisational Responsibility

Reports to the: Mechanical Service Manager

### Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

### Essential Criteria:

Area	Criteria	Stage
Experience	Substantial experience of delivering maintenance services on a large customer-based location.	1, 3
	Experience of managing mechanical team members.	1, 3
	Experience of working in occupied premises.	1, 3
	Experienced in compiling job plans, method statements and risk assessments.	1, 3
	Familiar with reading and interpreting engineering and building schematic drawings.	1, 3
	Experience of working on centralised boiler plant and CHP systems	1, 3

Skills and abilities	Able to work on own initiative, being proactive in foreseeing and addressing problems or issues.	1, 3
	Skilled in planning and organising work schedules for planned maintenance and planning other works across a complex site.	1, 3
	Able to communicate effectively with staff, customers and colleagues verbally and have report writing skills.	1, 3
	Be computer literate, able to read and work with installation drawings, MS excel, MS word.	1, 3
	Demonstrate ability to advise on costs and scheduling for building services related work and monitor costs.	1, 3
	Demonstrate ability to specify to a high degree of accuracy maintenance task, schedules, method statements and risk assessments.	1, 3
	Demonstrate ability to work alone or as part of a team and be able to take responsibility for all facilities related work.	1, 3
	Demonstrate ability to manage tradesmen with proven leadership and motivational skills.	1, 3
	Demonstrate ability to arrange and manage service delivery through contracted services	1, 3
	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1, 3
Training	A willingness to undertake future training as required.	1, 3
Qualifications	City and Guilds Technical Qualification or equivalent.	1, 3
	ILM level 2 in Management or equivalent, or willing to undertake this.	1, 3
	Gas Safe Qualified	1, 3
	To have served an indentured apprenticeship or equivalent experience or equivalent practical experience.	1, 3
	IOSH Managing Safely	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	Be able or willing to develop expertise in specific legislative disciplines e.g. Pressure Systems, Gas Installations.	1, 3
Skills and abilities	Competent with AutoCAD or equivalent.	1, 3
	Competent or familiar with CAFM system "Archibus".	1, 3
	Competent in the use of Trend and Schneider BMS systems	1, 3
Qualifications	B.O.A.S 'Certified Industrial Boiler Operator' (Cert IBO) or willing to undertake.	
	Demonstrate evidence of continual personal development	

## Conditions of Service



The position is FULL TIME and OPEN-ENDED. Salary will be on GRADE 5, per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

## Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

## Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

## Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

**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 redeployee is identified.**