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| Last updated: | <date> |

**JOB DESCRIPTION**

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| Post title: | Plumber | | |
| Academic Unit/Service: | CAO | | |
| Faculty: | Estates and Facilities |  | CAO |
| Career pathway: | ERE\*/TAE/MSA/CAO/Research Nurse/Clinical | Level: | 2B |
| \*ERE category: | Balanced portfolio/Research pathway/Education pathway/Enterprise pathway | | |
| Posts responsible to: | Charge Hand (Plumbing) | | |
| Posts responsible for: | Plumbing Apprentice | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| To carry out work in the repair, maintenance and refurbishment of water supply and drainage installations in University property. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Receives work instructions, liaises with occupying department to enable work to be carried out; arranges access and shut down of services where necessary | 10 % |
|  | Assesses materials needed, draws materials from Store and requests order to be raised. | 5 % |
|  | Undertakes responsive repairs to water supply and distribution systems, above and below ground drainage and makes minor modifications to plumbing systems. Restores services once work is completed and tests work carried out. Carries out Legionella testing as and when required. | 75 % |
|  | At all times works with due regard to relevant Health and Safety Regulations and requirements. Completes dynamic risk assessments for each job attended. | 5 % |
|  | Carries out other duties of a similar nature as instructed by Assistant Mechanical Engineer. Any other duties as allocated by the line manager following consultation with the post holder. Carries out other duties of a similar nature as instructed by Assistant Mechanical Engineer. | 5% |

| Internal and external relationships |
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| Links with other trade staff, managers in Estates and Facilities, academic and administrative staff, students, building contractors and consultants and general public. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | * City and Guilds qualification in plumbing. * Minimum NVQ 2 qualification in plumbing. * Experience of maintenance and minor works in plumbing. * Successful completion of an apprenticeship or training programme and experience in a maintenance environment. * Familiarity with plumbing from a domestic to large industrial scale.   Awareness of Risk Assessments, Method Statements and COSHH assessments. | * City and Guilds Advanced qualification in plumbing. NVQ Level 3 qualification in plumbing. * Awareness of function of other building trades.   Experience of plumbing installation. | Application, CV, References, Certificates, Interview |
| Planning and organising | * The post holder must organise his work on a day to day basis within the overall guidance set by his charge hand. |  | Interview |
| Problem solving and initiative | * Ability to work unsupervised at times. |  | Interview |
| Management and teamwork | * Ability to work with other team members. |  | Interview |
| Communicating and influencing | * Ability to communicate well, both written and verbally. * Ability to communicate with people at all levels. * Ability to describe verbally plumbing faults and possible solutions to colleagues and customers. |  | Interview |
| Other skills and behaviours | * Ability to use a wide range of tools and equipment evidenced by training. * Ability to work unsupervised. * Awareness of Risk Assessments, Method Statements and COSHH assessments. |  | Training certificates and courses attended, Interview |
| Special requirements | * Be able to travel to all University sites. * Hold a non-endorsed driving license that enables you to drive a manual vehicle on public roads within the UK.   Participate in a 24/7 call out rota |  | Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | √ |  |  |
| Extremes of temperature (eg: fridge/ furnace) | √ |  |  |
| ## Potential for exposure to body fluids | √ |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | √ |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | √ |  |  |
| Frequent hand washing | √ |  |  |
| Ionising radiation | N/A |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling | N/A |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) | √ |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | N/A |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) | √ |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | √ |  |  |
| Repetitive crouching/kneeling/stooping | √ |  |  |
| Repetitive pulling/pushing | √ |  |  |
| Repetitive lifting | √ |  |  |
| Standing for prolonged periods |  | √ |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | √ |  |  |
| Fine motor grips (eg: pipetting) | √ |  |  |
| Gross motor grips | √ |  |  |
| Repetitive reaching below shoulder height | √ |  |  |
| Repetitive reaching at shoulder height | √ |  |  |
| Repetitive reaching above shoulder height | √ |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | N/A |  |  |
| Lone working | √ |  |  |
| ## Shift work/night work/on call duties | √ |  |  |