

Plumbing and Maintenance Technician Job Description

The Role

Job title:	Plumbing and Maintenance Technician
Department:	Estates and Facilities
Responsible to:	Estates Team Leader
Location:	Cirencester
Salary:	Grade 5, £25,138 - £29,605 per annum depending on experience
Term:	Permanent, full time - 35 hours per week
Relationships with:	Staff, students, guests, contractors and suppliers

Purpose

The primary purpose of this role is to ensure the effective maintenance, repair, and installation of plumbing and drainage systems, as well as to perform a range of general maintenance tasks across all University-owned properties, including campuses and sites. The Plumber will be responsible for conducting routine inspections, planned preventative maintenance, and responding to reactive service requests. In addition to plumbing duties, the role also involves carrying out various maintenance tasks, such as working with air handling plants, carpentry, painting, decorating, and general building upkeep. The post holder will deliver a professional, efficient, and customer-focused service, ensuring that all work aligns with the University's objectives and Service Level Agreements while adhering to health, safety, and environmental regulations.

Key Responsibilities

- Undertake plumbing and repair work as part of the Maintenance Team, with specific responsibility for the plumbing related jobs.
- Undertake other maintenance tasks that could include air handling plant, carpentry, painting & decorating & general building maintenance both inside and out, at University properties.
- Undertake new installation works as required in a variety of commercial and domestic environments.
- Undertake regular, routine maintenance and safety checks on University systems and equipment

including the fire alarm, fire doors, emergency lights, intruder alarms, CCTV.

- Undertake testing procedures on fixed installations through to portable appliance testing.
- Record all safety checks and maintenance work carried out electronically, reporting time and materials used and any defects forwarded to the Estates Team Leader
- To be a part of the 24-hour return to work / call out cover as necessary on a 3-week rota basis. The role also requires occasional attendance that will include some unsocial hours providing coverage at larger functions / student balls taking place in University.
- Monitor and maintain stocks of materials, equipment and heating fuel to ensure sufficient levels are maintained to carry out all work and maintain heating and hot water services.
- Monitor and test heating systems / controls to ensure optimal energy consumption and minimum greenhouse gas emissions.
- Observe safe and environmentally considerate working practices at all times, complying with health, safety and other applicable regulations, keeping professionally up to date with applicable new regulations.
- Assist other departments on occasion, especially during busy conference periods
- Undertake such other tasks as may be requested by the Head of Department

General responsibilities:

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures

and recorded on iTrent.

- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- Collaborative - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- Open-Minded - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- Resourceful - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- Responsible - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- Inclusive - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A) Application Form B) Interview C) Presentation
Qualifications:		
Standard of education to GCSE level or equivalent	E	A

Experienced and competent in all aspects of planned, preventative & day to day plumbing reactive maintenance issues.	E	A
Recognised time served apprenticeship, and relevant C&G/NVQ Level 2 qualifications or equivalent.	E	A
Flexible, well organised, able to project a professional image & demonstrate proactive attitude in work related issues. Works well under pressure,	D	A
Knowledge, Experience and Skills:		
Awareness of current statutory requirements, including a broad knowledge H&S and the risk assessment process.	E	A
Competent IT skills – Windows, Microsoft Office & outlook / email	E	A
Current driving licence or equivalent mobility	E	A
Comfortable lifting and moving machinery and plant - up to 25 kg	E	A/B
Ability to communicate at all levels	E	A/B
Working knowledge of boiler equipment or heating controls / systems	D	A/B
Working experience in a similar maintenance environment, working in clean and dirty environments	D	A/B
Ability to work at heights	D	A/B

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role
- Closing date:** 18 September 2024 with **Interviews on:** 27 September 2024.

- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are under-represented within the