

JOB DESCRIPTION

Job Title:	Heating Engineer / Plumber
Grade:	Support Grade E
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	Estates and Facilities
Accountable to:	Head of Estates and Facilities/Operations Co-ordinator

Job Purpose

To undertake relevant mechanical pre-planned maintenance, reactive repairs, small scale renovations and installations within New College Durham's main and satellite sites, and ensure that designated activities are completed effectively via the agreed facilities management regime.

Key Result Areas

1. Ensure the provision and effective operation of all designated mechanical equipment, plant and infrastructure throughout the College via timely reactive repairs/swift diagnosis of faults and appropriate ppm.
2. Assist in the provision of an effective maintenance service by undertaking ad-hoc duties as directed by Line Manager, (e.g. driving, assisting with setting up/moving furniture and equipment for events, gritting and snow clearance etc.).
3. Provide shift supervision of Maintenance/Estates staff as instructed by Line Manager.
4. Ensure that the College's policies for quality management and control are employed effectively within the areas of responsibility (e.g. legionella policy awareness, fgas maintenance etc.).

5. Ensure input of data into computerised Estates/Facilities Management software packages.
6. Promote the efficient use of energy and utility services and reduction of carbon footprint.
7. Assist in the provision of an advisory service to staff to ensure the highest customer focussed standards are maintained.
8. Ensure the constant beneficial evolution of the building engineering management system via appropriate site monitoring and coherent input via the in post Bems contractor.
9. Ensure the adherence to current regulations and policies governing relevant estates functions (e.g. legionella control).
10. Ensure the effective implementation and utilisation of all systems of work (computerised and manual) to ensure a quality maintenance service for New College Durham.
11. Assist the Duty Security Office in an emergency.
12. Undertake designated health and safety checks as instructed by line manager.
13. Provide condition inspection papers with specific reference to defects found during the course of work in order to update planned preventative maintenance (PPM) records.
14. Undertake work in accordance with PPM program including weekend work, as necessary, for repairs or maintenance unable to be carried out during the normal working day.
15. Assist in emergency maintenance work as directed. Be receptive to emergency call outs.
16. Undertake any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.

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3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs.
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

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PERSON SPECIFICATION

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Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

Knowledge and Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent or working towards**	1	✓	
Must hold an appropriate mechanical time served level 3-apprenticeship qualification and/or be able to demonstrate appropriate, for paid employment, experience	1, 2	✓	
Demonstrable knowledge of safe isolation	1, 2	✓	
Knowledge of HVAC systems and maintenance	1,2		✓
Ability to diagnose and repair all types of plumbing and plant related faults	1, 2	✓	
Knowledge of current regulations including Health and Safety, fgas, legionella	1, 2	✓	
Ability to work safely at height;- safe use of portable and power access equipment	1, 2	✓	
MEWPs, IPAF License'	1, 2		✓
Holder of current UK driving licence	1, 2	✓	
Minimum two years' experience as a time served operative working in a highly serviced public or private organisation, supervising works and staff	1, 2		✓
Knowledge of Building Energy Management Systems (BEMS) and Energy Management controls	1, 2	✓	
Commitment to ensuring the safeguarding of children and vulnerable adults	1, 2	✓	

Skills	Assessed by	Essential	Desirable*
Ability to carry out minor installations	2, 3	✓	
Proven capacity to work innovatively and independently	2, 3	✓	
Excellent interpersonal and communication skills in dealing with colleagues, subordinates and all those people and organisations with whom the College works in partnerships	2, 3	✓	
Ability to work as part of a team and prioritise one's own work	2, 3	✓	
Commitment to continue professional development	3	✓	
Basic computer skills	1, 3	✓	
Commitment to problem solving and improving own performance	3	✓	
Excellent organisational skills	2, 3	✓	
Ability to transport equipment/materials using Mechanical Aids	3	✓	
Suitable to work with young people and vulnerable groups	1	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: January 2022

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