

JOB DESCRIPTION

JOB TITLE	Heating and Plumbing Engineer
DEPARTMENT	Maintenance
REPORTING TO	Head of Maintenance
SUPERVISORY RESPONSIBILITIES	Task supervision of colleagues and contractors if required
SUMMARY OF JOB ROLE To conduct the installation, preventative maintenance and repair of the College's domestic and commercial heating and plumbing systems, advising and assisting colleagues and contractors as required. The role includes installing and working on gas fired boilers and point of use water heaters as well as hot and cold water systems including tanks, storage vessels and associated pipework, valves and pumps. The installation and maintenance of showers, sanitary ware and associated above and below ground drainage is intrinsic to the role. The testing and recording of water temperatures and chemical properties for the purposes of water safety is also a requirement. The incumbent will also conduct other routine building maintenance, refurbishment and repair tasks as and when required. 40 hours per week, including paid breaks.	
MAIN DUTIES	
1.	Recommendation and installation of boilers and water heaters and associated controls, connecting to new and existing supplies of water, gas and electricity, conducting first and second fixing as required. Installation of pipework, tanks, storage vessels and associated valves, pumps, outlets and radiators. Inspection, servicing, adjustments, maintenance and repair of the same.
2.	Installation, maintenance, repair and cleaning of sanitary ware, showers and associated fittings. Connection of washroom and utility appliances to services.
3.	Installation, inspection, alteration, repair and clearance of all drainage systems and associated chambers and pumps within and without buildings, including below ground, to British Standards.
4.	Manage the stock of plumbing and heating items held by the department to ensure adequate and appropriate resources are available for routine tasks, without holding excessive amounts or outdated parts. Submit accurate resource requests to the Head of Maintenance in a timely fashion so that routine and exceptional tasks can be completed with minimum delay. Advise colleagues on the most appropriate and cost-effective items are to achieve task completion.



5.	Tasks in relation to water safety and compliance with regulations including hot and cold-water temperature and chemical testing, the inspection and cleaning of tanks and storage vessels, inspection and fault finding of water systems, pipework and outlets. Identify, report and if necessary, conduct or supervise tasks to rectify failings and faults. Following training, maintaining the water quality of the College swimming pool.
6.	Routine building and equipment maintenance, servicing, refurbishment and repair tasks within own capabilities as directed by the Head of Maintenance, assisting others as required. Use, care and maintenance of workshop and trade tools and equipment (subject to ability and experience).
7.	Provide advice and guidance to colleagues and contractors regarding the College heating and plumbing, making recommendations as necessary. Assist in the understanding of the system to facilitate necessary works, liaising with colleagues and contractors on site or in the development and assessment of specifications, work schedules and estimates.
8.	Be responsive to after-hours emergency call-outs, either as a member of the on-duty roster or as called upon to assist others if the situation necessitates it.
9.	Prepare areas of the College for and after activities taking place by moving items of equipment, furniture, signage and other items, assisting colleagues as required.
10.	Any other duties as assigned by senior management and Head of Maintenance that can reasonably be expected to fall within the remit of the Estates department in support of College operations (e.g. cleaning, traffic control, dealing with trespassers, accident and emergency support).
11.	Understand the importance of safeguarding in education In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.
12.	Work in a manner that promotes and protects own health and safety, as well as that of other staff, pupils and visitors.



PERSON SPECIFICATION

Please note, these are the criteria which will be considered as part of the selection process.

EDUCATION AND QUALIFICATIONS
• NVQ Level 3 Plumbing and Heating (preferred) • Gas Safe Registered (preferred) • H&S (legionella, manual handling, asbestos awareness etc) • First Aid at Work (preferred)
EXPERIENCE
• Heating and plumbing installation and maintenance • Health and safety and compliance (general and trade specific)
SKILLS AND ATTRIBUTES
• Skilled in trade with good knowledge of regulations, resources, tools and system compatibilities. • Good interpersonal skills and able to work effectively with colleagues and contractors. • Confidence and ability to use initiative and work independently and effectively. • Good task planning, organisation, time management and accurate record keeping. • Diligent, reliable, sensible and trustworthy. • Able to work safely, conducting risk assessments and following method statements and control measures and advising on the same.
OTHER
• Staff may be required to undergo training relevant to the setting, role and responsibilities.

PREPARED BY	Estates Director and H&S Officer
DATE	March 2021

It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.

Job holder's signature: _____

Date: _____



Plant A

JOB DESCRIPTION

TITLE: PLUMBER

SUMMARY:

Perform preventive maintenance on fixtures such as auguring clogged drain lines, repairing leaking faucets, replacing worn or bad fixtures, etc. Troubleshoot and maintain electronic circuit boards on fixtures. Read meters and report water usage. Install and maintain pipes and fittings including assembly, cutting, threading, and victaulic grooving to accomplish goals. Perform plumbing, heating and pipe fitting repair and replacement including high-pressure steam systems, hot water heating systems, drainage systems, etc. Maintain culinary water systems and test and repair backflow prevention devices. Maintain inventory of equipment and supplies including ordering replacement materials, filling out associated forms, repairing damaged or broken equipment etc. Prioritize duties, engineer methods of repair, computer entry of time records, daily processing of work orders on the computer. Able to perform other computer functions such as retrieval of college E-Mail, work with vendor's web sites, and research new product web sites. Be able and willing to respond 24 hours a day 7 days a week. Be able to work weekends, nights, and holidays as needed. Be able to complete other duties as assigned.

CLASSIFICATION: APPRENTICE PLUMBER

Pay Grade: 13

EDUCATION REQUIREMENTS:

- Must have High school diploma or GED
- Must have completed 2 years of plumber apprenticeship program and complete full program within 2 years of hiring.
- Must have a valid Utah driver's license.
- Must be able to complete required department training.
- Must have basic computer knowledge for time entry, preventative maintenance and work orders. (CMMS:Sprocket)

EXPERIENCE REQUIREMENTS:

- Must have the basic knowledge of all hand tools used in trade.
- Have knowledge of power tools needed and limits, i.e. pipe threader, groover, augers, camera, jetter, etc.
- Must be able to lift 80 lbs.
- Must be able to work from a ladder.

JOB DUTIES:

- Maintain, repair and install campus-plumbing systems.
- Keep college required training up to date.
- Maintain plumbing license CEUs.
- Complete and close out CMMS work orders appropriately.
- Other duties as assigned.

CLASSIFICATION: JOURNEYMAN PLUMBER

Pay Grade: 14

EDUCATION REQUIREMENT:

- Must have same requirements as Apprentice Plumbers.
- Must have completed apprenticeship program and successfully pass the Utah State Journeymen's exam and have active Utah Journeyman plumbing license.
- Must have and maintain a class II backflow certification.

Plant A

- Must have basic welding skills, gas and arc.
- Within 1 year of hire date, must obtain Master plumbers license.

EXPERIENCE REQUIREMENTS:

- Must have same experience as Plumber I.
- Must be able to organize and plan special projects with outside contractors.
- Must have knowledge of operation for electric sensors on faucets, flush valves and shower.
- Must understand work order processing and preventative maintenance requirements.
- Must be able to read and understand blue prints and system designs.
- 3-5 years of experience in plumbing field.

JOB DUTIES:

- All duties assigned to Apprentice plumber, plus;
- Assist outside contractors as needed and assist with design and review of in-house remodel projects so they meet campus standards.

CLASSIFICATION: MASTER PLUMBER LEAD

Pay Grade: 15

EDUCATION REQUIREMENTS:

- Must have all the requirements of Plumber II.
- Must be able to review new project specifications and drawings and be able to make useful recommendations.
- Must know code requirements for fire sprinkler protection.
- Must have Salt Lake Community College certification for forklift and backhoe operation or have experience of equipment operation and obtain SLCC certification within 3 months of hire date.
- Must be familiar with pump operation, repair and maintenance: i.e. sewage ejectors, centrifugal, sump pumps, condensate pump etc.
- Must have and maintain class III backflow certification

EXPERIENCE REQUIREMENTS:

- Must have experience needed for Journeyman Plumber.
- Must have a working knowledge of all college campuses plumbing and mechanical systems.
- Must be proficient with CMMSwork order system or similar electronic work order program.
- Must be able to diagnose problems with plumbing and mechanical systems in relation to hot and cold water, loop systems and steam and condensate systems.
- 6-8 years of directly related plumbing experience
- 2-4 years supervisory experience in plumbing.
- Must have associate's degree in plumbing or closely related field or work experience as a Master plumber above 6-8 years' experience.

JOB DUTIES:

- Everything that Journey plumber requires plus;

Plant A

- Using the CMMS work order system, assign work orders to other plumbers for all campuses for PM's and regular work. Follow through with technicians to verify work has been complete and work orders closed out properly.
- Train other plumbers and staff in preventative maintenance, repair and care of plumbing systems.
- Motivate employees to become better at their jobs and research professional development opportunities for your staff.
- Assist Director in yearly performance evaluations of employees and meet with each employee quarterly to help keep them on task.
- Assist with construction/remodel plan review of upcoming projects of the plumbing systems.
- Ensure all staff that is assigned to you enters all their time and work in CMMS according to department requirements and approve in Banner and ensure campus has proper coverage while minimizing overtime.
- Using the CMMS work order system, assign work orders to other plumber's for all campuses for PM's and regular work. Follow through with technicians to verify work has been complete and work orders closed out properly.
- Works with outside vendors, engineers and consultants on projects affecting plumbing systems on buildings and incorporate their designs into SLCC's.
- Document employee activities for job performance tracking.
- Work with Director to hire staff in your area by being the chair on hiring committee.
- Supervise day-to-day operations of the plumbers staff assigned to you.

Support the Director of plant operations and maintenance with department goals and visions and help implement them.

JOB FAMILY: PLUMBER, FACILITIES CRAFTS

Job Description

Job Title: Plumbing & Heating Maintenance Engineer **Grade:** C

Department: Works

Salary: c. £37,000

Line Manager: Director of Property

The job description is an operational document that does not form part of the contract of employment. It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

The Plumbing and Heating Maintenance Engineer works within the Works department, and as part of the team, to carry out plumbing, heating and maintenance of the drainage systems at St Paul's Cathedral to a safe and high standard and in an efficient and responsible way, with consideration to the historic fabric, to deliver the annual programme of works.

The Works department plays a leading role in the maintenance, conservation and repair of St Paul's Cathedral, the precinct and its properties.

Main Duties

Financial, Business and Project Planning:

- Have an awareness that projects need to be delivered with respect to the annual programme of works.
- Plan and implement a schedule of maintenance of all plumbing, heating and drainage systems.
- Requisition in good time tools, equipment, plumbing and heating materials and personal protective equipment required.
- Communicate the progress of works to ensure coordination with the project time frame.
- Ensure that work is completed on time and in line with the project budget.

- Be familiar with the system of permissions required for projects; internal fabric meetings, Chapter, Fabric Advisory Committee, Cathedral Fabric Commission for England, Scheduled Monument Consent, Listed Building, Planning Permission and Building Regulations.

Compliance:

- Work to the heating, plumbing and drainage regulations to ensure legal compliance in gas safety, water safety and electrical safety.
- Understand pre-construction checks to ensure a safe working environment (Asbestos Awareness etc).
- Carry out inspections of plant and equipment to ensure legal compliance.
- Carry out and record in writing risk assessments and method statements in accordance with the Cathedral's Health & Safety Policy for work to be undertaken, specifying any personal protective equipment required.
- Obtain any required Permits to Work.
- Keep appropriate records of all inspection, testing and maintenance.

Health & Safety:

- Under the Health and Safety at Work Act 1974, whilst at work, take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the organisation on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Sustainability:

- Utilise sustainable materials.
- Ensure all new projects reduce the carbon footprint and enhance the sustainability of the cathedral and precinct properties.
- Reduce waste.
- Work towards carbon net zero and the Cathedral Sustainability Policy.

Other Duties:

Daily:

- Troubleshoot any problems with the plumbing, heating and drainage systems.
- Upkeep of the lavatory systems throughout the Cathedral and properties.
- Running of the hot water systems.

Weekly:

- Clean or replace, where necessary, all filtration systems, out of hours. These include Restaurant, Café, Toilets, Conference Room and Shop.

Periodic:

- Upgrade the cisterns in the public lavatories, when required.
- Shutdown works, which include drain cleaning and clearance.
- Works for insurance inspection.
- Undertake safety training and ensuring continuous professional development as may be determined by the Director of Property.

- Assist with preparing the cathedral floor for special services and events including assisting with furniture movements and stage set ups.

Person Specification

- Hold a recognised plumbing qualification, preferable City & Guilds Advanced Craft.
- Significant and proven experience of industrial plumbing work since qualification.
- Knowledge of plumbing costing and be able to apply the disciplines necessary to ensure rigorous cost control.
- Gas Safe Registered.
- Experienced in the installation and maintenance of large industrial gas boilers as well as those in domestic situations. An ideal background would be working in a factory or similar large institution.
- Proven planning and organisation skill.
- Able to produce clear written reports.
- Be a good team player and have a courteous and professional manner towards colleagues and visitors.
- Have good interpersonal skills and show evidence of drive and initiative.

The individual will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.