

**JOB DESCRIPTION**

<b>Job Title:</b>	Maintenance Technician (Plumber)
<b>Department:</b>	Estates c/o Corporate Services
<b>Salary Range:</b>	SS3: £23,754 – 25,941 p.a. SS4: £26,715 - £30,046 p.a.
<b>Salary Grade:</b>	SS3 – 4  Appointment to a grade will depend on level of experience/skill/recognised qualification.
<b>Report To:</b>	Maintenance Technician/Supervisor
<b>Job Purpose:</b>	To carry out maintenance (plumbing) duties throughout UCB's existing sites and any future developments, ensuring the highest levels of customer service and student experience.
<b>Main Duties &amp; Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To deliver reactive, planned and preventative maintenance tasks across UCB sites.</li> <li>2. To carry out a wide range of plumbing-related tasks including hot and cold domestic services and steel and copper heating circuits.</li> <li>3. To ensure work requests are carried out to a high quality, delivered to schedule and with minimum disruption; to undertake duties with a view to providing the highest standard of customer service and student experience.</li> <li>4. To liaise with the Estates team to ensure all activities undertaken are carried out in a safe manner; to wear appropriate PPE; to ensure that the health, safety and welfare of employees, clients, visitors and contractors are not compromised.</li> <li>5. To be responsible for the maintenance stores, ensuring that consumables and tools are kept organised, serviced, clean, tidy, secure and accounted for.</li> <li>6. To maintain stock levels of spare parts and other appropriate resources.</li> <li>7. To make regular inspections of all plant, equipment and buildings to bring to the attention of the Maintenance Technician/Supervisor the condition of these areas.</li> </ol>

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	<p>8. To keep abreast of relevant developments in the field, including practices, techniques, equipment and legislation.</p> <p>9. To supervise external contractors on sites where appropriate.</p> <p>10. To liaise with appropriate personnel to discuss and agree programmes of work.</p> <p>11. To have the ability to work independently/without the need for supervision and validate work to ensure compliance with professional standards. *</p> <p>12. To supervise the work of Apprentices in line with area(s) of specialism. *</p> <p>13. To ensure practice is in line with the requirements of the General Data Protection Regulations.</p> <p>14. To commit to upholding the principles of Safeguarding and the PREVENT agenda.</p> <p>15. Any other duties commensurate with the nature and grade of the post.</p>
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\*Duties aligned to higher grade. To be assessed.

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**PERSON SPECIFICATION**

<b>Post:</b>	Maintenance Technician (Plumber)	<b>Weighted criteria</b>
<b>Experience:</b>		
1	Experience in all aspects of plumbing.	X
2	Experience of building maintenance in highly serviced buildings.	X
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<b>Skills &amp; Abilities:</b>		
6	Strong oral and written communication skills; the ability to liaise effectively with a range of stakeholders as required.	
7	IT literacy.	
8	Ability to work both independently with initiative, and collaboratively within a team.	
9	Proven planning, organisation and problem-solving skills; ability to manage competing priorities and work under pressure.	
10	Ability to safely use a range of role-specific equipment.	
<b>Education &amp; Qualifications:</b>		
11	Recognised plumbing qualification/apprenticeship.	X
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<b>Training &amp; Professional Development:</b>		
16	Record of relevant professional development.	
17	Relevant Health & Safety training and knowledge.	
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<b>Other:</b>		
21	Flexible approach to work with a willingness to work across sites and during evenings/weekends/on-call rota as required.	
22	An understanding of the principles of Safeguarding and the PREVENT agenda in the context of further and higher education.	
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