PLUMBER’S ASSISTANT/MULTI-SKILLED OPERATIVE

General Background: (see also www.fitz.cam.ac.uk)

Fitzwilliam College is an open, friendly and diverse academic community of some 900 people, including undergraduates, graduates, Fellows and staff, set in outstanding grounds close to the University sites in West Cambridge and within easy reach of the University Library and faculty sites. The College is first and foremost an educational establishment. It recruits and teaches undergraduate and post-graduate students from all over the world, holds open days for schools and prospective applicants and arranges subject conferences for teachers. It also keeps in touch with an alumni base of over 8000, arranging events and reunions, and runs a thriving conference and catering business with an annual turnover of approximately £1.8m, hosting over 150 conferences and events a year, many of which are residential; academic related functions are a regular feature of College life during Term.

The Maintenance Department consists of a Maintenance Manager, Deputy Maintenance Manager, Workshop Supervisor and a small team of around seven skilled tradesmen (including Electrician, Plumber, Carpenter and multi-skilled staff), supplemented through the work of the many contractors who come on site.

Plumber’s Assistant/Multi-skilled Operative

This varied role will require you to work primarily alongside the plumber in routine maintenance around college and college houses. In addition, some basic carpentry, electrical and painting skills will be required.

The full job description and person specification is attached below. Candidates should have demonstrable experience in a general maintenance role with a flexible approach to the work they are able and willing to undertake. Good communication skills and the ability to work as part of a small team are also essential.

Conditions of employment

The position is full-time, working 8.00am to 4.00pm Monday to Thursday and 8.00am to 3.30pm Friday, with a half hour unpaid lunch break each day. In addition, the post holder will be expected to participate in the out of hours call-out service, for which a retention payment will be made, and to work overtime as necessary.

The salary for this position is £22,010 per annum. Benefits include 33 days’ annual leave (including public holidays), contributory membership of a Group Personal Pension scheme, a discretionary bonus scheme, free lunch on duty and car parking on site, subject to availability.

Application Procedure

Application forms are available on the College website at: www.fitz.cam.ac.uk/vacancies, or by contacting Sarah Rowland-Jones, HR Officer on 01223 761050 or e-mail hr@fitz.cam.ac.uk
To apply, a completed application form and covering letter should be submitted to Sarah Rowland-Jones, HR Officer, Fitzwilliam College, Storeys Way, Cambridge CB3 0DG or e-mail hr@fitz.cam.ac.uk by Friday 10th January 2019.

The College values diversity and is committed to equal opportunities in the recruitment of its Fellows, students and staff.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy which can be found here: https://www.fitz.cam.ac.uk/aboutofficial-information/data-protection
Job Description

Job Title: Plumber’s Assistant/Multi-Skilled Operative

Reporting to: The Maintenance Manager/Deputy Maintenance Manager

Overall purpose of post
Assisting a small in-house team providing day to day maintenance and compliance obligations to buildings within the main College site and College owned outside properties.

1. Key tasks

1.1 Assist with Helpdesk tickets

1.2 Carry out repairs utilising building trades and finishes as follows: minor plumbing, rainwater, sanitation services, decorating and minor electrical changes.

1.3 Assist with minor roofing repairs, ground works and leaf clearing

1.4 Assist in erecting scaffold towers

1.5 Assist the erection of gazebos and marquees

1.6 Assist with cleaning shower heads for Legionella prevention programme, gas and electric meter reads and emergency light testing

1.7 In addition to the standard hours of work, the post holder will ideally be part of a small team providing an out of hours call-out service and overtime as necessary

2. Communications

2.1 To keep the Deputy Maintenance Manager/Maintenance Manager informed of progress, tasks and any issues.

2.2 To attend Monthly department meeting.

2.3 To attend workshop briefing (toolbox chat).

3. General/Health and Safety

3.1 Undertake any other reasonable duties arising as directed by the Maintenance Manager or Deputy Maintenance Manager

3.2 Support and assist in ensuring that all work carried out by the Maintenance Department and any Maintenance areas in which works take place comply with the Health and Safety at Work Act.

3.3 At all times comply with the requirements of the College health and safety policy, customer service charter and code of conduct.

3.4 Attend and participate in any courses or training to enable you to work safely on the College Premises.
# Person Specification

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