



St Hilda's College, University of Oxford

Job Title	Maintenance Technician (Skilled) - Plumber
Line Manager	Maintenance Manager
Grade & Salary	University Grade 5 £31,459- £36,616 per annum
Contract & Hours of Work	Permanent Contract Full time - 40 hours per week This role will be based on the College's various site across Oxford, but primary the main College site in Cowley Place, OX4 1DY.
Main purpose of role	To fulfil a plumbing role within the College's professional multi-disciplinary Maintenance Team.

Main Responsibilities

Buildings, Systems & Infrastructure Maintenance

- Maintenance, fault finding, repair, replacement and testing as necessary of existing plumbing elements and/or systems within the College - all of these as allowed or limited by your qualifications and training.
- Installation, testing, commissioning and certification as necessary of new plumbing elements and/or systems within the College - all of these as allowed or limited by your qualifications and training.
- Assist in collating, maintaining and updating relevant written records, inventories and drawings of plumbing installations for future reference, and advising the Maintenance Manager of any significant changes

General Duties

- Ensure all machinery, equipment, tools and materials used for all maintenance tasks are kept under control, well maintained and securely stored.
- Assist in monitoring the operation and performance of the heating and ventilating systems of the College.
- Assist in collecting monthly utilities meter readings from all College buildings.
- Assist in fire evacuation drills as required - monitor and report on College firefighting equipment including fire and fire call point signage.
- Assist in College emergencies as and when required in a proactive and safe manner.
- Assist the monitoring and awareness of health and safety standards throughout the College.
- Be available for out of hours' assistance and on-call emergencies as agreed with your line manager.
- The holder of this post will be required to assist other specialist maintenance technicians in support of their work of other disciplines, and will be required to undertake and support work tasks as allocated by the Maintenance Supervisor or the team management. A flexible team-based approach is therefore key to the role.

The duties and responsibilities described above may be subject to reasonable amendment from time to time. In addition, you will be expected to perform any task reasonably assigned to you by your line manager

Person Specification

Essential knowledge, skills and experience

- A recognised and role appropriate Level 3 NVQ Diploma in Mechanical Engineering Services - Plumbing, or Level 3 NVQ Diploma in Domestic Heating, or Level 3 NVQ Diploma in Domestic Plumbing and Heating, or Level 3 NVQ Diploma in Heating and Ventilation Installation

or

- Demonstrable experience, skill and competency in plumbing to include appropriate current or previous registration with an industry registration body e.g. Gas Safe

and

- Health and Safety Competency Certificates - or willingness to train.
- Remain qualified to current industry standards as pertinent for the role undertaken for the College, and be willing to attend further training as required.
- Possess a current full manual car driving licence without current disqualification.

Desirable knowledge, skills and experience

- Wide range of general maintenance skills and competence.
- Wide range of electrical maintenance skills and competence to ensure all electrical systems are safe and in serviceable condition.
- Ability to work as part of a team.
- Clear and friendly communicator.
- Ability to work under own initiative.
- Ability to meet agreed deadlines.
- Show reliability and trustworthiness at all times.
- Maintain an interest in keeping up to date with Industry Standards and advise the College as appropriate.
- Experience of working in a campus or site maintenance environment would be an advantage.
- Experience of responding to maintenance faults and allocating maintenance work to self and colleagues
- Current PASMA or equivalent scaffold tower certification would be an advantage

Conditions of Employment and College Benefits

- Salary: University Grade 5 range, currently £31,459- £36,616 per annum
- Contract: Permanent, full-time (40 hours per week)
- Annual leave: 38 days per year, including public holidays. Please note that the College reserves the right to require staff to work any or all of bank holidays that fall in Full Term.
- Membership of generous contributory pension scheme (OSPS)
- Lunch is provided free of charge when on duty, provided that the College kitchen is open.
- Additional College benefits include: An Employee Assistance Programme; a private medical and dental Scheme (the College participates in a private medical and dental insurance scheme which enables staff to take advantage of group subscription rates); discounted travel on buses and trains through an interest-free season ticket loan; a Cycle to Work scheme and eye tests and discounted lenses or frames.
- Probationary period: 6 months.
- Notice period: 1 month

February 2025