

Job Description

General Details

Job title:	Campus Life Crew Officer – Plumbing & Mechanical (ECSCT-09)
Faculty/School/Service:	Estates and Commercial Services
Normal Workbase:	Stoke campus
Tenure:	Permanent
Hours/FTE:	37 hours per week
Grade/Salary:	Grade 5
Date Prepared:	July 2016

Job Purpose

- As a member of the Campus Life Services Team, carry out an inspection programme of planned, preventative maintenance for the control of Legionellosis and maintenance/installation/refurbishment of plumbing/heating systems
- Uphold the Department values of being “**Diligent, kind and excellent**” at all times and act as a role model to others

Relationships

Reporting to:	Operations Manager – Maintenance
Responsible for:	N/A

Main Activities

- To carry out remedial works as a result of the above inspections programme. Such tasks to include removal of dead legs and maintenance pumps, valve, insulation, fans etc., to manufacturers recommended instructions
- To install and maintain all types of industrial, domestic heating and gas systems. Including steel, cast iron, copper and plastic pipework
- Maintenance of gas appliances, i.e. boilers, gas valves, lab equipment,. Compressed air lines and oil lines
- Maintenance of pumps, valves and plant room equipment
- Plumbing/heating repairs, installation and maintenance
- Maintenance of appropriate records, as required by legislation, appertaining to the main activities of the post
- Ordering and control of trade related materials
- Liaison with plumbing /heating other contractors, in the performance of their duties
- Provide assistance to other members of the maintenance services team as necessary
- To undertake any other reasonable duties as may reasonably be required by the Head of Campus & Operational Services

Special Conditions

Every member of our team makes a difference to our customer's experience. You will come across customers as you walk around our Estate and in every interaction you have throughout the working day; we rely on all of our staff to be diligent, helpful, kind and courteous to all our customers, colleagues and each other.

Please read this job description thoroughly before submitting your application. As well as meeting the essential requirements of the person specification, be sure that you can demonstrate commitment to our values, teamwork, reliable attendance, dedication and the ability to show diligence, care and respect to our customers, visitors and colleagues.

This is a permanent full time post working 37 hours over a 7-day week on a shift basis. There is a requirement to work on an agreed shift pattern, which includes nights, weekends and bank holidays.

There will be a requirement to travel between University sites which may be through the use of a car.

Posts within Estates and Commercial Services operate under a Competency Framework. Please refer to the person specification for details of the key competencies which apply to this post.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

The closing date is midnight on 20 July 2016