VACANCY: PLUMBER

Wolfson College is one of the 31 Colleges in the University of Cambridge and provides an academic home for over 900 students aged 21 or above, 200 Fellows, 300 senior members and 100 staff. There are more than 450 residential units on site, housing over 500 residents. The College is the most cosmopolitan in Cambridge which, together with its egalitarian ethos, helps to create a very friendly working environment. Full details of the College are available at www.wolfson.cam.ac.uk

An opportunity has arisen for a Plumber to join our busy Maintenance team, looking after the plumbing and heating needs of all the buildings on our nine-acre site. The successful candidate will be able to work using their own initiative as well as collaboratively.

HOW TO APPLY

Please complete a Wolfson College Application Form and send it, with a covering letter, setting out why you feel you are suitable for this role, to arrive by 9:00am on Monday 5 February 2018, to:

Mrs Sally Cullen (ref. Plumber)
Personnel Manager
Wolfson College
Barton Road
Cambridge CB3 9BB or by email to: jobs@wolfson.cam.ac.uk

You can download the Wolfson College Application Form from the Wolfson College website at www.wolfson.cam.ac.uk/jobs.

Salary: Starting salary in the range £26,551 - £28,335 dependent on experience

Benefits: Membership of the NOW pension scheme (www.nowpensions.com)
25 days’ holiday per year plus public holidays;
free lunch on work days when the College kitchens are open;
free parking;
use of the Gym and Library
membership of a healthcare cash plan;
PPE and work wear;
the College operates a childcare voucher scheme for staff.
Cambridge University offers a subsidised staff accommodation rental scheme to University and College employees

Hours: 40 hours per week, Monday- Friday (8am- 5pm with a lunch hour).
Members of the Maintenance department are required to be on-call outside of normal working hours in case of emergencies. If the Plumber is required to attend a call-out in College, a call-out fee is paid and overtime is payable.

Term of appointment:
The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be two months on either side.

Wolfson College is an Equal Opportunities Employer
JOB DESCRIPTION

Job title: Plumber

Department: Maintenance

Reporting to: Clerk of Work and Assistant Clerk of Works
The College Officer with overall responsibility for staff is the Bursar.

Structure: The structure of the department is as follows:
Clerk of Works, Assistant Clerk of Works, two electricians, two plumbers, one carpenter, one painter/decorator and two general maintenance assistants.

Days/Hours: 40 hours per week, Monday- Friday (8am- 5pm with a lunch hour).
Members of the Maintenance department are required to be on-call outside of normal working hours in case of emergencies. If the Plumber is required to attend a call-out in College, a call-out fee is paid and overtime is payable.

Holidays: Of the 25 days’ holiday, the College schedules 3-4 days in December. Attendance is sometimes required on public holidays, especially any public holidays which occur in term time, such as the May public holidays.

JOB PURPOSE

To carry out plumbing, heating engineering and maintenance work in College buildings and grounds, and to undertake any other maintenance work as directed by the Clerk of Works or Assistant Clerk of Works.

KEY DUTIES AND RESPONSIBILITIES

1. Carry out plumbing, heating engineering and maintenance work in College accommodation, buildings and grounds:
   - Servicing pumps
   - Repairing/replacing pipe work (copper, plastic, etc.)
   - Repairing/replacing drainage
   - Repairing/replacing sanitary ware and taps
   - Investigating, excavating, repairing and reinstating external mains water pipe leaks
   - Drain clearance including sewers, blocked toilets, basins and showers
   - Gutter clearance
   - Maintenance of water softening unit
   - Legionella control (shower head de-scaling)
   - Assisting other members of the maintenance team members with their duties
   - Assisting external contractors with their work where required
   - Assisting with snow clearance and salting in bad weather
   - Assisting with unloading materials, storage and furniture moving

2. Ensure repairs and maintenance are carried out to a good standard of workmanship within agreed response times.

3. Maintain all tools and equipment in the workshop, keeping it clean and safe at all times.

4. Ensure Health and Safety regulations are applied at all times when using power tools.

5. Apply Health and Safety regulations as appropriate to maintain a safe working environment at all times.

6. Source materials and stock within a budget.

7. Undertake other duties as may reasonably be required in this position.
8. You may be requested to carry out overtime.
9. You may be called out after working hours should the necessity arise.

DECISION-MAKING

1. **Decisions taken by the Plumber without reference to others**
   While working on tasks where there is an issue that needed addressing, you would have to decide if the item or items needed repairing, changing, referring to other trades or reporting to the line manager.

2. **Decisions taken by the Plumber in collaboration with others**
   While working on maintenance tasks, new works or alterations, you may need to consult with members of the Maintenance team or other College staff before a decision can be taken.

3. **Decisions taken by others following advice/input by the Plumber**
   Your input will be required when managers are looking at future works, alterations or stock requirements and request input from the Maintenance staff, or when problems occur and advice is requested as to the best way forward to overcome the issues.

NETWORK OF CONTACTS

- Maintenance team
- Other College departments
- Students, academic visitors and other residents in the College
- External contractors

TRAINING AND DEVELOPMENT

Training and development will be provided in all areas associated within plumbing and also other areas needed and will be kept up to date in line with Wolfson College’s expectations.

HEALTH AND SAFETY

Wolfson College strives to ensure the health and safety of its entire staff. Individuals are also responsible for their own health and safety.

All staff must adopt a responsible attitude towards health and safety and comply with any procedures required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons who may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety. The Carpenter must:

- Work in accordance with current Health & Safety legislation
- Keep Health & Safety training up to date
- Maintain personal protective equipment
- Maintain Health & Safety awareness in the workplace and in the College generally
## Qualifications and experience

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<th>Essential</th>
<th>Desirable</th>
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| • Industry approved qualification in plumbing such as City and Guilds Plumbing 1-4 or NVQ equivalent | • Knowledge of water softeners  
• Knowledge of domestic heating and plumbing and associated equipment (pumps etc) |
| • Minimum 5 years practical experience as a plumber | |

## Technical Knowledge and Skills

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<th>Desirable</th>
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| • Experience of heating equipment  
• Experience of mechanical control panels  
• Safe use of power tools and equipment  
• Safe use of gas torch, fire precautions and permits to work  
• Use of plumbing drawings and schematics  
• Knowledge of fault diagnostics | • Working at height  
• Manual handling  
• Abrasive wheel operation  
• Gas Safe accreditation or willing to train for qualification |

## Personal Attributes

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<th>Essential</th>
<th>Desirable</th>
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| • Ability to work as part of a team  
• Ability to prioritise and work to deadlines  
• Good communication and interpersonal skills  
• Ability to work on own initiative  
• Cheerful disposition  
• Flexible approach | • Good IT skills  
• Possess a full driving licence |