

Facilities Maintenance Technician (Fitter)

1 JOB DESCRIPTION

Faculty / School or Division: Campus Division

Faculty/School or Division Address: 1-9 Old Park Hill, Bristol, BS2 8BB

Job Family:	Operational Services		
Grade:	H	Salary range:	£36,320 - £40,704 per annum
Hours of work:	35	Contract type:	Open ended
Work pattern:	Full time	Vacancy Reference Number: SUPP113647	

1.1 Main Job Purpose

The post holder will be responsible for planning and organising installation and maintenance tasks amongst trades staff, processing of permits to work and the supervision of other trades staff and specialist contractors. This is a mechanical based role and will also involve undertaking some maintenance tasks including (but not limited to) the maintenance of heating, ventilation and air conditioning, specialist heating, specialist water systems, drainage, electrical services, complex fire alarm systems etc.

The postholder will be a representative for the University and the Building Services maintenance department, liaising with a variety of stakeholders to provide minimal disruption to services.

1.2 Standard Responsibilities

- Use the computerised maintenance management system (Planon) to obtain and record details of each job.
- Carry out installation, maintenance, repair and testing on all systems within the University estate whilst keeping up to date with current legislation/regulations.
- Ensure that all work undertaken is carried out in a safe, cost effective, efficient manner and in full compliance with all current regulations.
- Use specialist technical knowledge to carry out root cause analysis of failed equipment and systems to prevent re-occurrence of issues and to ensure safe and effective future use.
- Conduct audits of work carried out by other trades staff work and assist the Maintenance Manager with supervisory duties; deputising in their absence as and when required, along with assisting and advising their colleagues on work-related matters.
- Allocate maintenance tasks to the most appropriate trades colleague using 'Planon' and monitor until completion.
- Identify hazardous situations through the implementation of the Permit to Work system and take all necessary steps to make safe.

- Attend to any building services faults, or incidents that might occur and be responsible for the day-to-day reactive and preventative maintenance and the related decisions that arise.
- Liaise with colleagues across the wider University to communicate site faults, solutions, and consequences from reported issues.
- Assist the Building Services managers in making decisions related to future prevention of reported problems and improvements to building services.
- Act as first line supervision for other trades colleagues in the team and hold responsibility for a group of allocated buildings.

1.3 Relationships

Line manager: Maintenance Manager

Line manager to (where appropriate): Various maintenance staff

1.4 Job Hazards and Pre-employment Checks

No DBS check required.

The following duties are an intrinsic part of the role, and any offer of employment will be conditional upon satisfactory health screening by the University Occupational Health Service:

- A good level of personal fitness is required as the postholder will need to use ladders to access roof spaces, climb scaffolding and access tight spaces etc.
- Hazardous areas - encapsulated asbestos areas, extremes of heat and noise, working on building sites etc.
- Regular manual handling responsibilities such as removing and replacing motors, pumps, changing ventilation filters and general physical activity associated with building services engineering.

2 PERSON SPECIFICATION

2.1 Standard Skills, Knowledge & Experience Required

Criteria	Essential	Desirable	Assessed By A/I/T/O
Full UK Driving Licence as the postholder will be required to travel to any building within the University's property portfolio and will need to transport tools.	x		A
Significant experience in the repair and maintenance of commercial and domestic electrical building services.	x		A/I
Familiarity with IT systems, including Computer Aided Facilities Management (CAFM) system / other general electronic/digital record keeping systems.	x		I/T
Good communication skills and an ability to discuss with and influence University staff at all levels and	x		I/T

external contacts to ensure good co-ordination during the progress of work.			
Able to work on own initiative with minimal supervision and able to establish and maintain good working relationships.	x		I/T
Comprehensive knowledge of a large complex building environment and the different building services found in different types of buildings.	x		A/I
City & Guilds Level 2 or NVQ equivalent. Preferably in mechanical maintenance or installation.	x		A/I
Accreditation for Unvented Hot Water Systems.	x		A/I
Domestic & commercial gas qualification	x		A/I

A – Application form

I – Interview

T – Test or scenario

O – Other e.g. presentation, focus group