Job Description

Job Title: Mechanical Engineer (Plumber)

Job Grade: 3

Reports to: Maintenance Operations Manager

Direct Reports: None

Overall Objectives:
Carrying out mechanical services and general maintenance work, maintaining accurate up-to-date records for planned maintenance and checks under the direction of the Maintenance Operations Manager, to ensure that the College's buildings, utilities, plant, and equipment are properly maintained, safe, and compliant with statutory requirements.

Key Responsibilities:

Mechanical Services

- Undertake, without constant supervision, mechanical services reactive, planned, and preventative maintenance work on plumbing systems across the College estate, including water supply, drainage, heating systems, boilers, radiators, and associated plant and equipment.
- Carry out plumbing installations, repairs, and replacements, including taps, valves, pipework, sanitaryware, and heating components.
- Undertake testing and inspection of plumbing and heating systems to ensure compliance with statutory regulations and College policies.
- Assist in planning, prioritising, and co-ordinating mechanical service maintenance tasks in line with departmental objectives and service level agreements.
- Ensure all plumbing and maintenance work is carried out safely, following health and safety regulations, risk assessments and method statements, with high standards of workmanship.
- Support out-of-hours College events and conferences with plumbing-related operational needs, as required.
- Work with the Maintenance Operations Manager to prioritise and plan plumbing and general maintenance tasks.

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Repairs & Maintenance (Generalist Responsibilities)

- Undertake, without constant supervision, basic adaptation, repairs (reactive and planned), and preventative maintenance work on building system services and equipment across the College estate.
- Undertake regular PPM inspections, including but not limited to water hygiene, emergency lighting, and fire safety.
- Provide onsite support for out-of-hours College events across both term-time and summer conference business.
- Carry out minor and medium-scale repairs, including the removal, installation and repair of furniture, fittings, doors, windows and other structural elements.
- Undertake plumbing and general building work, including fabrication, repair, and finishing tasks as required, ensuring high-quality standards.
- Work closely with Maintenance and Housekeeping teams to ensure bedrooms, public spaces, and College facilities are maintained to the required standards.
- Manage own workloads to ensure all allocated maintenance requests, PPM checks, and plumbing tasks are completed in line with Maintenance Department service level agreements.

General

- Provide a friendly, approachable, and helpful manner to all, acting as a positive ambassador for the College Maintenance Department.
- Ensure that work is carried out in a safe, tidy and compliant manner.
- Maintain tidy workshops and stores, including assisting in maintaining inventory of materials, tools, and equipment.
- Comply with all relevant health and safety legislation and procedures, including task-specific risk assessments and method statements. Report unsafe working methods, installations, or equipment to supervision/management.
- Complete all necessary paperwork, both manual and electronic, accurately and in a timely manner (work requests, PPM checks, stores requisitions, allocation of hours and statutory documentation).
- Participate in the Maintenance Department on-call rota, providing out-of-hours support.
- Provide on-site support for out of hours College events, across both term time and summer Conference business
- Attend development and training courses as required to maintain skills in maintenance, plumbing, and statutory regulations.
- Carry out other duties commensurate with the level of the post, supporting a ‘one team’ approach across the College as required.

Authorised: Domestic Bursar Date: October 2026

Person Specification - Mechanical Engineer (Plumber)

Essential Skills & Experience:

- Proven technical competence in plumbing installation, repair, testing, mechanical systems maintenance and maintenance of water, heating, and drainage systems
- Demonstrable competence with Building Management Systems and knowledge of plant and boiler room controls
- Ability to respond promptly and effectively to emergency tasks
- Methodical, organised, and tidy approach to work
- Willingness to learn and flexible approach to tasks
- Demonstrable customer service skills and professional manner
- IT literate, including use of computers and tablets for record-keeping
- Working knowledge of Health & Safety legislation and safe working practices
- Ability to work on own initiative and manage workload under pressure
- The role involves some lifting, e.g. boxes, apparatus.

Desirable Skills:

- Experience of building services, and general maintenance
- Gas Safe registration (or equivalent)
- Previous experience in both reactive and planned maintenance in a higher-education or multi-occupancy environment
- Experience working in a cross-functional, multi-disciplinary team environment.

Qualifications:

- Formal trade qualifications (City & Guilds or NVQ3) in plumbing, heating, or building services
  or,
- a recognised apprenticeship in a relevant discipline, or an equivalent qualification,
  or,
- qualified through proven practical experience in plumbing and related building services
- GCSE Maths and English (or equivalent)
- UK driving licence

Authorised: Domestic Bursar **Date:** October 2026