



## **MAINTENANCE MECHANICAL PIPE FITTER & VENTILATION**

- Hours:** 37.5 hours per week with additional un-rostered over time as required including future rostered overtime.  
Hours of work will be 8.00 – 4.30 Monday to Friday with 2 x 10 minutes breaks split over morning and afternoon and a 1 hour unpaid lunch break per day
- Annual Leave:** Holidays are 20 days per annum rising to 25 days pro rata plus bank holidays.
- Accountable to:** The post holder reports to the Estates Manager and then to the Bursar

### **Job Purpose**

- To maintain the School buildings and infrastructure to a high level.
- Working with external contractors in maintaining all mechanical, plumbing and heating and ventilation equipment and ensure the safe use of buildings for staff, residents and students.
- Working with other maintenance staff and external contractors in maintaining all AHUs and cooling plant.
- Working with a small maintenance team to ensure all buildings and equipment are maintained to comply with current regulations.

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### **Duties and Responsibilities**

1. To install, test and maintain steel and copper heating and plumbing installations to comply with current regulations.
2. To assist other maintenance staff in maintaining Air Handling units and cooling plant working with and escorting external contractors when students are in residence.
3. To install and test existing and future building installations to comply with current regulations.
4. To carry out planned and reactive maintenance.
5. Help to update drawings, marking and identifying all pipework and ventilation systems as required.
6. To assist in maintaining and upgrading heating systems as necessary

7. Knowledge of working on BMS systems and to assist in installing a program of heating controls with other maintenance staff and contractors from central positions as required.
8. The maintenance department works as a multi skilled unit and as such you will be expected to lead and assist other trades as the necessity arises.
9. To assist in carrying out repairs and installation of lead gutters and sheet roofing as required working with contractors as necessary.
10. Knowledge of working on Pegler Xpress copper, stainless steel and carbon steel systems for water, gas and chilled water systems is required.
11. The post holder will be expected to attend on an out of hours call out basis to emergencies as part of your employment within the school for which you would receive overtime.
12. The School would expect the successful post holder to attend ongoing training as a part of their employment in the maintenance department.
13. The post holder will be expected to undertake any other jobs as requested by the Bursar, Head or the Estates manager.
14. To lead and assist other maintenance staff in carrying out Legionella L8 Sterilisation of equipment and recording information.
15. To replacing filters in ventilation extraction and AHU plant and equipment including catering canopies and ducts along with other maintenance staff.
16. The post holder will be responsible with other maintenance for escorting Estates contractors and visitors when students are in residence.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

### **Safeguarding Children Policy Statement**

Chetham's Safeguarding Children Policy and Procedures are available on Chetham's website, follow link:

[www.chethams.com/images/stories/chethams/content/documents/policies/child-protection-safeguarding-procedures.pdf](http://www.chethams.com/images/stories/chethams/content/documents/policies/child-protection-safeguarding-procedures.pdf)

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee's Name .....

Employee's Signature .....

Date .....

<b>Maintenance Heating Fitter and Plumber Person Specification Requirements</b>		<b>Essential/Desirable</b>
Qualifications	Fully qualified & experienced Heating Fitter with knowledge of working on ventilation systems.	Essential
	Minimum qualification, City and Guilds 6192-02.	Essential
	A recognised time served trade apprenticeship in the plumbing discipline.	Essential
	Corgi or Gas Safe registration	Desirable
Experience	Experience of using Arc welding equipment	Desirable
	Previous experience of working in a similar environment	Desirable
	Experience of working on computers	Desirable
Knowledge, skills and abilities	Excellent written and verbal communications	Essential
	A working knowledge of Pegler Xpress copper, stainless steel and carbon steel systems for water, gas and chilled water systems	Essential
Attitude and disposition	Excellent interpersonal skills	Essential
	Ability to work as part of a team and use own initiative	Essential
	Well organised, able to work under pressure to deadlines, to prioritise	Essential
	Attention to detail	Essential
	Flexible and proactive approach	Essential
Other circumstances	Smart appearance	Essential
	Ability to handle sensitive information and maintain discretion on sensitive issues	Essential
	To participate in the provision of a call out system for emergencies	Essential

Willingness to attend specific training and First Aid courses	Essential
Good command of the English Language	Essential
Suitability to work with children	Essential