

## RECRUITMENT PACK

This document includes the following information:

- Job Description
  - Person Specification
  - Additional information
- 

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Closing Date: 22 July 2018

Interviews are planned for: TBC



JOB DESCRIPTION – Job ref REQ01459

<b>Job Title and Grade:</b>	Maintenance Craftsperson (Mechanical)
<b>Contract:</b>	Permanent, Full-time
<b>Hours:</b>	36 hours per week (see 'General Information')
<b>Salary:</b>	£24,938 - £26,495 Competent Person (CP) or £26,495 - £28,090 Authorised Person (AP)
<b>Department/Section:</b>	Estate Management Section
<b>Responsible to:</b>	Director of Estates and Campus Services
<b>Reports on a day to day basis to:</b>	Electrical Supervisor
<b>Purpose of job:</b>	On-site maintenance, mechanical installations and testing associated with the building services, plant and equipment in all of the premises owned and operated by the University of Essex.

**Duties of the Post:**

The main duties of the post will include:

1. Become the Competent Person (CP) or Authorised Person (AP) for working on mechanical plant and systems across the University Estate in accordance with University Policy and procedures.
2. Diagnosing and repairing faults in complicated mechanical installations, plant and equipment.
3. Undertake inspection and testing of mechanical installations to current industry and statutory standards.
4. Dealing with new situations as they arise and passing on knowledge to others.
5. Understanding the complete working of mechanical systems in the University Estate.
6. Fault finding on all types of mechanical plant and equipment.
7. Working in confined spaces.
8. Working without supervision from manuals, instructions, drawings and specifications.
9. Installing new plant, equipment and services, including manufacture and assembly when required.
10. Carrying out full PPM programmes on all types of University plant and mechanical systems. This will include some electrical procedures.
11. Carrying out work involved in statutory inspections.
12. Ensuring that plant and equipment is running at maximum efficiency.
13. Carrying out all work safely in accordance with the relevant regulations.
14. Maintaining accurate logs of all plant operations and reporting any untoward occurrences immediately to the Mechanical Supervisor.

15. Reporting any technical problems to the Mechanical Supervisor and working with them to solve these problems.
16. Working with all relevant tools, instruments and equipment safely and effectively and ensuring such tools and instruments are in good order and certification in place and valid.
17. Learning new techniques and attending any training courses that the Supervisor may deem relevant to the duties of the post and keeping up with new technology. Some training courses could involve being away from home overnight.
18. Instructing others on any specialist knowledge that they may have learned.
19. Understanding other Craftsperson's work in relation to their own.
20. Performing a wide range of other Craftsperson's work. This will include some work normally carried out by other Craftsperson's but will not include requiring the post holder to carry out work outside their area of competence.
21. Carrying out duties in a manner that is safe to themselves, colleagues and the public and in accordance with the Health and Safety at Work Act.
22. Adopting a flexible attitude towards work in order that the most efficient use of manpower resources can be made and ensuring that urgent requests are dealt with. This could include undertaking duties normally carried out at a lower grade or assisting contractors.
23. Complying with the requirements of the Labour Management System.
24. Driving to any of the University's sites as required.
25. Duty Engineer Role: Due to the vital importance of the Universities Services all maintenance craft persons may be required to take part in a roster and out of hours on call duties as detailed below. Remuneration for this is provided within the salary however additional overtime payments may apply to on call duties resulting in on site attendance.

Any other duties as may be assigned from time to time by the Director of Estates and Campus Services or their nominee.

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

#### **Terms of Appointment**

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

May 2018

## PERSON SPECIFICATION

<b>JOB TITLE: Maintenance Craftsperson (Mechanical)</b>
---

**Qualifications /Training**

<ul style="list-style-type: none"> <li>▪ Completed a recognised C&amp;G or registered programme of training regarding mechanical installations, maintenance and repair</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ NVQ level 2 or City &amp; Guilds or equivalent qualification in Mechanical Engineering or related industry</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Completed a recognised or registered training programme with regards to BMS/Controls systems</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Hold a valid Authorised Person (AP) ticket (essential for Authorised Person (AP) role)</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Experience in the maintenance of commercial/industrial and domestic mechanical heating, hot water and ventilation systems</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of maintenance and implementation of PPM mechanical regimes</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience of installing mechanical plant and equipment</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Experience and knowledge of medium/high pressure systems</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Ability to communicate effectively with members of staff, students and colleagues in the Estate Management Section</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Be willing to learn, adopt and apply new methods of working, be versatile and show flexibility in your approach to work</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Have the ability and experience to logically trace and rectify faults in complex mechanical systems and control/switch panels</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ The ability to absorb information, apply it effectively and pass the knowledge to others</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other**

	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>▪ Ability to meet the requirements of UK 'right to work' legislation*</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ A full, current UK-valid driving licence</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Be prepared to undertake the work roster system and out of hours call out provision</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ Be able to undertake the manual aspects of the post, some of which will require physical effort</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

May 2018

## ADDITIONAL INFORMATION

### Estate Management Maintenance Section

Further information regarding the department may be found at the following link:

[www.essex.ac.uk/estates](http://www.essex.ac.uk/estates)

### General information

Normal working hours will be 36 hours per week to be worked as required within the working operational window of 7.00 am to 7.00 pm. In the interests of working efficiency the University may from time to time review current working patterns. Changes to the working patterns resulting from this will be subject to a minimum of 1 weeks' notice.

Although there is no regular overtime built into this post, the post holder shall be expected to work when required.

Roster System:            Early shift – Monday – Friday 07:00 – 15:00 hrs.  
Late shift – Monday – Friday 11:00 – 19:00 hrs.  
Weekends – Saturday/Sunday – 08:00 hrs – 16:00 hrs.  
(Working Hours will be 36 hours per week (including weekends under shift)).

It is anticipated that Mechanical Supervisor, Charge-hands and Electrical Crafts, BMS controls Engineer persons will work 1 in 6 weekends.

### Out of Hours on Call

Electrical Supervisor, BMS controls Engineer, Charge-hands and Crafts persons will provide out on hours on call services upon a roster basis as follows :-

Monday – Friday – 19:00 hrs – 07:00 hrs  
Saturday – Sunday – 16:00 hrs – 08:00 hrs

It is anticipated that each Charge-hands and Electrical Crafts person will provide on call services for a maximum of 7 days (which could include weekends) over a 12 week period. The University will provide appropriate equipment for this service.

Remuneration regarding the Roster system and out of hours call will be in the sum of £1,168.45 per annum (in addition to salary) paid monthly together with any overtime payable (with regards to site attendance). This equates as follows:-

Monday – Friday £35.20 per day.  
Saturday -        £46.93 per day.  
Sunday -         £46.93 per day.

Note – Over a 7 day on call period staff will receive a minimum of £269.86 in addition to salary plus overtime.

The University will provide appropriate equipment for this service.

Overalls and other protective clothing will be provided and must be worn at all times to maintain standards.

Informal enquiries may be made to Andy Beales, Technical Manager (Mechanical), (telephone: 01206 876552 e-mail: [abeales@essex.ac.uk](mailto:abeales@essex.ac.uk)). However, all applications must be made online.

### People Supporting Strategy

Please find a link to the People Supporting Strategy following:

<https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf>

## **Pay and benefits**

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development
- Family friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeParkdaynursery.co.uk](http://www.wivenhoeParkdaynursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

**This document is produced by:**

**Resourcing Team  
Human Resources  
University of Essex  
Wivenhoe Park  
Colchester CO4 3SQ  
United Kingdom  
Tel: +44 (0)1206 873521/874588/873461  
Email: [resourcing@essex.ac.uk](mailto:resourcing@essex.ac.uk)**

May 2018