



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Maintenance Fitter, Facilities Directorate**



**Salary: Grade 5 (£22,659 – £26,243 p.a.)**

**Reference: FDEST1134**

**Closing date: 14 July 2019**

## Maintenance Fitter Facilities Directorate

**Are you a highly motivated Maintenance Fitter? Do you have excellent problem solving skills and a logical approach? Can you carry out a wide range of reactive repairs and planned preventative maintenance work?**

You will have a recognised mechanical engineering qualification in Mechanical Engineering (Maintenance) or Heating, Ventilation and Air Conditioning (HVAC), with experience of working on-site, preferably within a similar large and complex environment. You will have a flexible approach to ensure the service being delivered is efficient and effective to meet the needs of a wide portfolio of clients. You will join our Maintenance team that forms part of the [Facilities Directorate](#), which is dedicated to providing a wide range of support services connected with the effective management, development and maintenance of the University

You will report in to the Mechanical Supervisor who is responsible for the day to day delivery of reactive maintenance, where you will be central to delivering the student and staff experience for the University. You will have successfully completed a recognised Mechanical Engineering (Maintenance) or HVAC apprenticeship with extensive on-site experience. You will be able to work unsupervised, and on your own initiative, within a large and complex organisation, whilst maintaining a safe working environment for all our staff, students and visitors.

### What does the role entail?

As a Maintenance Fitter, your main duties will include:

- Assessing and diagnosing faults on mechanical installation systems (Low Pressure Hot Water, Domestic Hot Water, Local Exhaust Ventilation, and Steam) and taking appropriate courses of action, including escalation to the appropriate level;
- Utilising the University TREND (BEMS) control systems to diagnose faults and taking appropriate courses of action to resolve issues;
- Carrying out safe isolation and re-instatement of main mechanical plant and machinery associated with large University buildings;



- Carrying out small minor installation works for heating, ventilation, air Conditioning and motors for compressed air;
- Carrying out insurance inspection works on steam, compressed air and chilled water plant in accordance with pressure systems regulations 2000;
- Driving of University vehicles when required in order to transfer materials and/or tools across the University estate.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Maintenance Fitter you will have:

- A recognised Mechanical Engineering (Maintenance) or Heating, Ventilation and Air Conditioning (HVAC) qualification (City and Guilds, NVQ Level 3, or equivalent);
- Successfully completed a Mechanical Engineering (Maintenance) or HVAC apprenticeship;
- A full current, valid driving license and the ability to drive University vehicles in a safe manner;
- Experience and understanding of Permit to Work and Safe Systems of Work procedures;
- Machinery skills including operating lathe equipment, and/or Pipe welding skills to Building Engineering Services Competence Assessment (BESCA) certification standards;
- An awareness of Health and Safety regulations, with the ability to comply with organisational safety requirements and take a responsible approach to managing, mitigating and avoiding risk;
- A high level of competence and attention to detail, with experience of working in a large and complex organisation successfully delivering a broad range of plumbing reactive and planned maintenance activities;
- Excellent problem solving skills, with experience of using your own initiative to assess, diagnose and apply appropriate solutions to problems;
- Excellent communication and customer service skills with the ability to work as an effective team member to provide an effective maintenance service to our end users;



- Commitment to demonstrate behaviours in line with the University's values.

You may also have:

- Knowledge of L8 ACoP (Legionella);
- Knowledge of Gas/Oli/Bio-mas boiler systems;
- Knowledge of pressurised water systems.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

## Contact information

To explore the post further or for any queries you may have, please contact:

### Tim Kellett (Maintenance Manager)

Tel: +44 (0)113 343 1165

Email: [T.P.Kellett@leeds.ac.uk](mailto:T.P.Kellett@leeds.ac.uk)

## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it's like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our [Accessibility](#) information or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974



A criminal record check is not required for this position, however, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information.

