

JOB DESCRIPTION



Job Title: Mechanical plumber/Fitter
Department: Estates
Faculty/Professional Service: Central Services
Location: Keppel Street, London
Reports to: Building Maintenance Supervisor, James White
Full Time/Part Time/Casual: Full-time
Grade: Grade 4
Overall Purpose of the job: To carry out PPM and reactive mechanical / plumbing tasks to ensure that the School's buildings and estate are maintained to a high standard and ensure a safe working environment for all students, school staff and visitors. To integrate with and assist other trades and contractors in carrying out their duties. To participate in the on call rota and be available when required to attend out of hours if necessary.

General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

Our Values

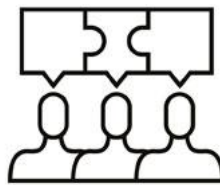
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with
integrity**



**Embrace
difference**



**Work
together**



**Create
impact**

Main Duties and Responsibilities

- To report and action plumbing / mechanical PPM and reactive tasks.
- Carry out daily plant checks and complete log sheets.
- Assist the maintenance supervisor on any aspect of building mechanical services.
- Report any building defects via the CAFM system.
- Complete all tasks within the SLA target and update the CAFM system on a daily basis.
- Facilitate legionella testing and ensure log books and flushing records are kept up to date.
- Assist the projects team with related plumbing / mechanical queries
- Survey and prepare material lists.
- Carry out daily checks on the BMS system and highlight any issues
- Liaise with staff and students to ensure any works by Estates staff or its contractors are completed safely.
- Issue permits to allow works and access by contractors.
- Participate in the on call rota and attend out of hours if necessary.

Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).

PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
Education, Qualifications and Training	<ul style="list-style-type: none">• Have a relevant plumbing / mechanical trade qualification such as city and guilds or NVQ level2• NVQ level3	E D
Experience	<ul style="list-style-type: none">• Substantial experience of working in occupied buildings undertaking a wide range of plumbing /mechanical tasks. Experience of pressure vessels and hot water systems	E
Knowledge	<ul style="list-style-type: none">• General building fabric and maintenance services and in particular AC systems, hot and cold water services, steam supply, water softeners, unvented hot water services, use of BMS. Must have a good understanding of legionella.	E
General	<ul style="list-style-type: none">• IT, keeping records (especially legionella flushing sheets and log books, asbestos awareness	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: Aug 2024

Salary and Conditions of Appointment

The post is permanent and full-time 35 hours per week, 1 FTE. The salary will be on the Professional Services salary scale, Grade 4 scale in the range £34,011 - £38,198 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

Application Process

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to jobs@lshtm.ac.uk.

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

Asylum and Immigration Statement

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.