



JOB DESCRIPTION			
Job Title:	Heating Engineer/Plumber	Department	Maintenance
Reports to:	Maintenance Supervisor	No of staff reporting	0
Summarise in one or two sentences the purpose of the role:			
<p>To carry out plumbing maintenance and installation to all college properties. To also include smaller heating works and unvented systems.</p> <p>Respond to various reactive jobs as per college on-line form, planned maintenance and refurbishment activities to the fabric and services of the college buildings.</p>			
Key Outputs of the Role:			
<p>The following are the key outputs:</p> <ul style="list-style-type: none"> • Ensure correct operation of heating, hot water and sanitary systems. • Keep college members informed and updated at all times in relation to maintenance works, planned or otherwise. 			
Outline the key tasks necessary to deliver the outputs defined above:			
<ol style="list-style-type: none"> 1. Carry out responsibilities in accordance with maintenance program covering a wide range of tasks as required, maintaining and completing paperwork as appropriate. 2. Work within the College refurbishment projects providing support to trades and keeping areas clean, tidy and safe. 3. Work alongside other trades, plumbing and heating responsibilities include planned maintenance works, minor repairs and installation works of sanitary systems. 4. To assist various trades in both planned and reactive maintenance tasks, responding to maintenance request as appropriate and emergency repairs. 5. Maintain heating and hot water systems including pipework, isolation valves, zone valves and cylinders, 6. Liaise with all departments to ensure that all jobs are done by a required time 7. Ensuring compliance with Health & Safety requirements relating to all College buildings and maintaining high standards in the conduct and quality of work. 8. Undertake any other duties and responsibilities appropriate with the post as directed by the Maintenance Supervisor, Maintenance Manager, Domestic Bursar or Bursar. 			
Additional Responsibilities:			
Movement of furniture and equipment between the College's two main sites and off-site properties, using the College vehicle as required.			
Decision Making Authority:			
Liaise with Supervisor/Manager			
Budgetary Responsibility:			
N/A			
<i>The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.</i>			
Reviewed By:	A Brewer, Maintenance Manager	Date:	March 18, 2026
Approved By:	L Boyd, HR Manager	Date:	March 18, 2026