



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Building Maintenance Engineer**

Requirement

St John's College wishes to appoint a Building Maintenance Engineer to carry out maintenance, repairs and improvements to College properties.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College's statutory aims are the promotion of education, religion, learning and research.

Department Aims: The Domestic Bursar's aim is: to provide cost effective, efficient and timely support services, well-motivated and trained staff and appropriate revenue generation in order to enable the College to fulfil its statutory and strategic aims.

Sub-Department Aims: To carry out maintenance and improvements to College buildings and services competently, directly and with due regard to the nature of the buildings and occupants.

Principal Responsibilities and Duties

Job title:	Building Maintenance Engineer
Department:	Maintenance
Responsible to:	Head of College Buildings
Job Purpose:	To carry out maintenance, repairs and improvements to College properties in a way that contributes to the provision of an efficient maintenance service which has due regard to the nature of the buildings and occupants.

Principal Responsibilities

- 1) Undertake repairs, maintenance and servicing to all College HEVAC and above ground drainage systems.
 - a) Undertake annual service and repair of gas fired equipment all in accordance with the current The Gas Safety (Installation and Use) Regulations.
 - b) Oversee and advise the departments plumbing and heating operatives ensuring daily reactive maintenance requests are carried out within the departments SLA.

- c) Attend out of hour's emergency call outs.
 - d) Monitor the Colleges Building Management and Power Management systems to ensure College buildings and outside properties are operating at optimum energy efficiency (training will be provided).
- 2) Prepare, implement and record service schedules for all HEVAC plant and associated equipment.
 - a) For medium term budgeting purposes provide the Head of College Buildings with a ten year replacement/ upgrade plan of major HEVAC equipment and systems across the College and outside properties.
 - 3) Undertake or assist in the design and planning of new and modified installations.
 - a) Liaise with consultants, contractors and sub-contractors in regards to new projects and upgrades
 - 4) Advise the Stores Administrator of spare part requirements and stock levels in order to minimise breakdown time of vital plant and machinery.
 - 5) Be responsible with other trained staff for the safe use of machinery, plant and power tools.

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

- Approved training course(s) and working experience in the HEVAC industry such as City Guilds, NVQ or equivalent, apprenticeship.
- Recognised domestic or commercial gas qualifications i.e. Gas Safe or equivalent (training will be provided).
- Awareness of and the ability to implement the appropriate Health and Safety regulations.
- Awareness of building regulations in relation to mechanical and electrical services.
- Awareness of WRAS regulations.

Skills, Abilities and Competencies:

- Pipe fitting including Iron, Copper, Plastics and Steel.
- In-depth knowledge of light commercial heating and ventilation systems.
- Fault diagnosis or varying types of appliances and fittings.
- Self-motivating and ability to work with others and part of a team.
- Competent to maintain, diagnose and repair pressurized systems.
- Competent and conversant with basic electrics.

- Good organisational skills.
- Basic computer literacy to include Microsoft Excel Spreadsheets and Word.

Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £25,917 - £28,888 p.a. (depending on experience)

The post is also currently eligible to receive a market supplement of £4,169 p.a. This market supplement is subject to review in 2021 at which point the College will test the market pay data and the payment may be adjusted or withdrawn should no objective justification for its payment at this level be found.

Hours of work: 40 per week
Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:
by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon** on **Monday 16 July 2018**. Interviews are expected to take place during the week commencing **23 July 2018**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.