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UNLOCKING POTENTIAL TRANSFORMING LIVES

**APPLICANT PACK**

**Maintenance Engineers Mechanical (Plumbing/HVAC)**

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

**Job Description**

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| **Job Purpose**  |
| You will support the Technical Manager in all aspects of Estates work. To provide a comprehensive repairs and maintenance service for all mechanical systems and plant, for example plumbing, heating and ventilation systems.Please note that there will be a requirement to periodically work on call hours. |
| **Key Responsibilities** |
| 1 | Undertake reactive and planned maintenance and minor installation works throughout the establishment as instructed to all mechanical plant, equipment and systems. |
| 2 | Maintain a safe and healthy working environment through regular checking and testing of mechanical appliances and installations in accordance with relevant legislation. Participating in an "on-call" rota for emergency repairs, providing area coverage when required. |
| 3 | To provide technical support and advice on plumbing, heating and ventilation issues to the Manager. |
| 4 | Identify and order replacement parts and equipment necessary for maintenance activities, in conjunction with the administrator. |

**Person Specification & Assessment Information**

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

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| **Criteria**  | **Essential/Desirable?** | **When assessed?** |
| **Qualifications** |
| Have completed a recognised apprenticeship in plumbing **or** heating and ventilation **or** mechanical engineering services. | Essential | CV Application |
| **Experience** |
| Experience of plumbing and heating maintenance on industrial/commercial systems | Desirable  | Interview |
| Experience of mechanical maintenance and repairs on other mechanical systems, for example ventilation systems and fire suppression.  | Desirable | Interview |
| **Knowledge & Skills** |
| Flexible and adaptable with a willingness and ability to support on-call working arrangements | Essential | Interview |
| Knowledge of Health and Safety requirements and relevant legislation | Essential | Interview |
| Ability to work effectively with minimum supervision and as part of a team | Essential | Interview |
| Good problem solving and fault finding abilities | Essential | Interview |

**SPS Pay Rates – Pay Band C**

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| **1 April 2020 to 31 March 2021** |
| **Pay Point 1** | **Pay Point 2** | **Pay Point 3** | **Pay Point 4** |
| £20,805 | £22,430  | £24,446  | £25,868  |

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| **1 April 2021 to 31 March 2022** |
| **Pay Point 1** | **Pay Point 2** | **Pay Point 3** | **Pay Point 4** |
| £21,638 | £23,328 | £25,424 | £26,903 |

**Selection Process Key Dates**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vacancy Closes for Applications** | 06 July 2020 | **Time** | 12 Noon  |
| **Interview Date\*** | As there are various posts being advertised, interviews are anticipated to take place on the **9th and 10th July** and **week commencing 13th July** **2020. Other dates may be arranged as required.** |

**\*please note interview dates are subject to change.**

**Successful candidates will be subject to a pre-appointment medical and an Enhanced Disclosure check to determine suitability for role.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Caroline Nicol** by email at: **Caroline.Nicol@sps.pnn.gov.uk** or by telephone on: **01324 710497** to allow reasonable adjustments to be made to assist you.

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