

UNLOCKING POTENTIAL
TRANSFORMING LIVES



APPLICANT PACK

Maintenance Engineer – Mechanical (Plumber) – Establishment

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

Job Description

Job Purpose	
<p>The post holder will support the SPS Maintenance Team in all aspects of Estates work. Delivering preventative and reactive maintenance activities on plumbing and fitting works. Including but not limited to legionella controls, heating, and ventilation systems.</p> <p>There will be a requirement for the post holder to periodically work on call hours (allowance provided). It is expected that the post holder will be able to attend their home establishment within 1 hour. For this reason, a full driving licence that enables the person to drive in the UK is preferred. SPS is willing to consider proposals put forward by applicants to carry out the duties by any other means.</p>	
Key Responsibilities	
1	Carry out reactive / planned maintenance and complete minor works as defined and specified on water distribution systems, plant, equipment, and associated assets.
2	Maintain a safe and healthy working environment through regular inspection and testing of heating appliances and installations in accordance with relevant legislation.
3	Monitor and adjust systems to ensure optimum performance of the plant and equipment, aligned with statutory regulations. Produce related reports and recommendations as required.
4	Become familiar with the operation and maintenance of the various SPS systems. Providing support and advice on issues to the Technical Manager. Assisting other members of the team with their activities as required.
5	Assume practical responsibility for all plumbing, heating and ventilation related installations and provide timely pre-emptive condition reports to Technical Manager. Complete and sign work orders as issued by the SPS Computerised Maintenance Management System (CMMS).

6	Assess and order parts and equipment necessary for individual tasks, in conjunction with the administrator.
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Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appoint 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.

Criteria	Essential Desirable	or	Stage of Selection Process Assessed
Qualifications			
<p>Applicant should have served a recognised apprenticeship in heating, plumbing or mechanical discipline to SVQ level 3.</p> <p>Evidenced equivalent significant experience will also be considered e.g. CSCS gold card holder</p> <p>Please ensure CV clearly outlines the above qualifications deemed as essential.</p>	<input type="checkbox"/>		<input type="checkbox"/>
Knowledge, Skills & Experience			
<p>Experience of mechanical services, plumbing and heating services maintenance in an industrial/commercial environment.</p> <p>Please ensure CV provides an example specific to the above criteria.</p>	<input type="checkbox"/>		Competency Sift** Interview
<p>Have awareness of other basic maintenance and repair tasks (for example, electrical and building works maintenance and repairs), or be willing to develop these skills.</p>	<input type="checkbox"/>		Interview
<p>Sound knowledge of Health and Safety Legislation, Risk Assessments, Method Statements (Safe Systems of Work), Legionella and control measures etc.</p>	<input type="checkbox"/>		Interview

Ability to interpret from drawings, instructions, and specifications.	<input type="text"/>	Interview
Behaviours		
<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview
<input type="text"/>	<input type="text"/>	Interview

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

Selection Process Key Dates

Vacancy Closes for Applications	07/10/2024	Time	10:00
Interview Date*	23 rd – 30 th October		

*please note interview dates are subject to change.

**Please note a competency sift may take place before the interview stage to shortlist candidates where there are a high number of applicants therefore it is extremely important you include examples in your CV of your relevant experience as detailed in the essential criteria under knowledge, skills and experience.

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 Kelly Neill by email at: kelly.neill@prisons.gov.scot or by telephone on: 01324 710445 to allow reasonable adjustments to be made to assist you.

