

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

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.

Criteria	Essential/Desirable?	When assessed?
Qualifications		
Have completed a recognised apprenticeship in plumbing <u>or</u> heating and ventilation <u>or</u> 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		
Full UK driving licence	Desirable	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

<u>1 April 2019 to 31 March 2020</u>			
Pay Point 1	Pay Point 2	Pay Point 3	Pay Point 4
£20,004	£21,567	£23,505	£24,873

<u>1 April 2020 to 31 March 2021</u>			
Pay Point 1	Pay Point 2	Pay Point 3	Pay Point 4
£20,805	£22,430	£24,446	£25,868

<u>1 April 2021 to 31 March 2022</u>			
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	19 February 2020	Time	12 Noon
Interview Date*	As there are various posts being advertised, interviews are anticipated to take place on the week commencing 24th February and 2nd March 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.

