

## **Trade Assistant (Electrical / Mechanical)**

**Professional Services**

**Estates and Facilities**



**Job Description and Person Specification**

Job Title:	Trade Assistant Electrical / Mechanical
Grade:	4
Vacancy Reference:	
Faculty / Directorate:	Professional Services
Service / Department:	Directorate of Finance, Planning, Property and Commercial Operations
Location:	Phoenix North East
Reports to:	Mechanical / Electrical Chargehand
Responsible for:	N/A

# **Main Purpose**

Forming part of the Engineering Team and reporting to the Mechanical / Electrical Operations Officers / Chargehands. The post holder will provide an efficient and comprehensive, customer focused quality driven building repair and maintenance service (both planned and re-active) and installation works to the mechanical / Electrical services across the University portfolio. Ensuring the efficient operation and maintenance of the Mechanical / Electrical Services infrastructure throughout the University estate is maintained to the highest standards and to current statutory codes and regulations.

# **Main Duties and Responsibilities**

1. Monitor, maintain and test of a range of equipment including, safety valves, fire hydrants, fire alarms, door access, platform lifts, undertake general lighting repairs including emergency and external.
2. Working to Service Level Agreements and responding to reactive calls in relation to Mechanical / Electrical services and management and updating of the work notes and detail relating to individual jobs on the University software platform and communicating with stakeholders.
3. Will be flexible in working contractual hours as required by the directorate to provide an efficient service to stakeholders.
4. Undertake regular inspections and clearances of building roofs, external floor gullies, shower gullies, drains and waste pipes.
5. To clear blockages, remove foreign matter from sinks, toilets, and drains, and to clean up waste and water spillages where required.
6. Delivery of Pre Planned Maintenance Task across a range of Mechanical / Electrical services including tasks related to air handling units, grilles, air conditioning systems, air compressors, pressurisation units etc.
6. Undertake meter readings across the University portfolio for all utilities.
7. Undertake activities to support the management of the Control of Legionella (HSG274) within water services such as flushing and temperature logging / recording.
8. Completion of workplace safety inspections to include plantrooms, workshops, service risers, storage areas, step ladders and vehicles.

9. Compliance with safe systems of work and completion and contribution to completion of risk assessments prior to commencement of work. Ensure that all reasonable steps are taken to protect the health, safety and welfare of you, work colleagues, stakeholders, and visitors.
10. Provide support across a multi skilled team on jobs when they are working as a team.
11. Work flexibly and efficiently with other trade disciplines
12. To use a wide range of hand / power tools and access equipment in a safe and effective manner.
13. To be responsible and accountable for the security of University owned vehicles (when using) that they are inspected daily and defects reported, maintained in a clean condition, and driven in a safe and responsible manner in accordance with University driving at work policy.
14. To be responsible and accountable for the security of any tools/equipment, materials, PDA/mobile phones issued by The University to undertake your duties.
15. Attend training as deemed necessary for the role and in relation to legislation, technology and to maintain competencies.
16. Use of various software and hardware packages relevant to the role.
17. Any other duties commensurate with the grade and nature of the post.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

# University of Bradford

## Values

We will be an organisation that embodies our values in everything we do. These values are:

- **Excellence** is at the heart of everything we do
- **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
- We give invention light and celebrate creativity and **innovation**
- **Inclusion** - diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

It is the responsibility of every employee to uphold the University values.

## Equality, Diversity and Inclusion (EDI)

The University of Bradford is widely recognised as an Equality, Diversity and Inclusion (EDI) leading institution. Our EDI vision is to bring about, and be recognised as an exemplar of transformational diversity, inclusion and social mobility and emphasise the critical role of leadership in embedding intersectional EDI in order to make our diversity count and deliver impact.

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality, values diversity, and supports inclusivity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

## Training

Employees must complete any training that is identified as mandatory to their role. Training should be accessed locally by agreement with line managers and through the University's People and Organisational Development Service. Mandatory training must be completed on commencement of the role, without delay.

## **Health, Safety and Wellbeing**

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the University's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

## **Information Governance**

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University. This may be in paper, electronic or other formats. An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

This means that employees are required to uphold the confidentiality of all data, information and records and to ensure they are recorded to appropriate data standards and to the relevant electronic system or manual filing system in order to maintain their accessibility and integrity.

To support these requirements all employees must adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security at all times.

Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

## **Criminal Record Disclosures and Working with Vulnerable Groups**

Depending on the defined nature of your work and specialist area of expertise, your role may be exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. In these circumstances, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the course of your employment, you must notify your line manager if you are charged with a criminal offence (excluding motoring fixed-penalty convictions). Failure to notify the University of a criminal conviction could lead to withdrawal of a job offer where employment has not commenced, or disciplinary action for employees in post. All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and procedures and the Safeguarding Vulnerable Groups Act 2006. Where appropriate, employees will be given the necessary training to enable them to adhere to these requirements.

## **University Policies and Procedures**

The University operates a range of policies, procedures and formal guidance (available on the University intranet and ServiceNow). All employees must observe and adhere to the provisions outlined in these documents.

# Post Specification

Trade Assistant (Mechanical)

Professional Services

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• GCSE English and Maths or equivalent to grade 4 or above (old grading system C).</li><li>• IOSH Working Safely (or willingness to work towards during probation period)</li></ul>	<ul style="list-style-type: none"><li>• Asbestos Awareness</li><li>• Working at Heights</li><li>• Manual Handling</li><li>• Legionella Awareness</li><li>• City &amp; Guilds Craft Certificate</li><li>• Holds a valid driving licence</li></ul>
<b>Experience, Skills and Knowledge</b>	<ul style="list-style-type: none"><li>• General competent trade skills</li><li>• General knowledge of Health and Safety legislation.</li><li>• Literacy and numeracy skills sufficient to accurately and comprehensively complete job tickets and other associated information.</li><li>• Ability to use various software applications i.e., Excel, Word and Outlook.</li></ul>	



<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to effectively communicate (both orally and in writing) the employer requirements and expectations to employees at all stages in the employment cycle.</li> <li>• A commitment to providing a productive, high quality and reliable service.</li> <li>• Ability to plan and organise and prioritise own workload effectively to manage conflicting deadlines.</li> <li>• Flexible approach to working hours to achieve work demand/priorities.</li> <li>• Commitment to Continual Improvement and Professional Development.</li> <li>• Committed to using safe systems of work.</li> <li>• Capable of working unsupervised and able to act on own initiative.</li> <li>• Good oral and written communication.</li> </ul>	
<p><b>Values</b></p>	<ul style="list-style-type: none"> <li>• Encouraging participation and openness.</li> <li>• Encouraging creativity and innovation.</li> <li>• Supporting academic freedom and respecting the right to express diverse points of view.</li> <li>• Providing equal opportunities for all staff and students to achieve their full potential.</li> <li>• Applying the best ethical standards in everything we do.</li> </ul>	