

**Building Services Operative  
– Mechanical (Plumber)**



**OPPORTUNITY**

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**Reference: 0264-24**

**Grade: 6**

**Salary: £25,742 to £27,979 per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full time**

## Job description

To carry out planned preventative maintenance tasks, reactive maintenance tasks and minor installation of mechanical and electrical services at the Aston University Campus (City Centre and Walsall Recreation Centre), also to assist with any other appropriate trade duties commensurate with the grade.

## Main duties and Responsibilities

To undertake the following in conjunction with and as directed by the Maintenance Team Supervisor and Maintenance Officer:

- ▶ To undertake planned electrical and mechanical services maintenance tasks in line with work orders issued by the CAFM system/ Maintenance Supervisor (and other Engineering & Maintenance Team Officers).
- ▶ To react to breakdowns as instructed by the Maintenance Supervisor/ Helpdesk Administrator (and other Engineering & Maintenance Team Officers).
- ▶ To operate the BMS (Building Management System).
- ▶ To undertake any other duties, as may be required, commensurate with the grade of the post.
- ▶ Ensure that all work is carried out in a safe manner in accordance with current Health & Safety Legislation and University Safety Guidelines.
- ▶ Maintain the cleanliness of the workshops and workplaces, together with the care and security of tools and equipment.
- ▶ Assist in the 'on the job' training of lesser skilled members of the team.
- ▶ To perform a wide range of trade practices in line with the concept of flexible and multi-skilled working. (The tradesperson will work essentially within their core specialism – 'Mechanical' or 'Electrical' but will work flexibly within their level of competency and training across other trades).
- ▶ To undertake minor mechanical installation works i.e., installation of sinks, radiators.
- ▶ To learn new techniques and trade practices in line with evolving technology and legislative Health and Safety requirements. This may involve attendance on appropriate training courses.
- ▶ To be able to participate within an out of hours On-Call system (with additional pay).
- ▶ The list of duties is not exhaustive. You may be required to undertake additional tasks that fall within your competence as directed by your line manager, or nominee.
- ▶ 5 in 7 contract with 1 Saturday in 4 to be worked
- ▶ Overtime for working Bank Holidays / University closure days, Expectation that 3 of 13 closure days would be worked.

# Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE Maths, grade C</li> <li>• GCSE Science (Physics), grade C</li> <li>• GCSE English, grade C</li> <li>• C&amp;G level 2, 3 or equivalent Qualification (Plumbing/ Mechanical),</li> <li>• Legionella Awareness.</li> <li>• Relevant Health &amp; Safety training.</li> </ul>	Application form.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in accordance with Health and Safety legislation and standards.</li> <li>• Experience of working in a customer focused environment.</li> <li>• The ability to complete necessary paperwork, i.e. time sheets and Work Orders, etc.</li> <li>• A high level of knowledge and experience within a core mechanical/ electrical trade with a moderate level of knowledge and experience within an opposing M&amp;E trade skillset.</li> </ul>	Application form, interview and presentation.
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>• Aptitude for outside and inside manual work.</li> <li>• Ability to undertake physical work including the use of hand tools, ladders and mobile scaffold.</li> <li>• Ability to take instruction and direction.</li> <li>• Able to work productively on own initiative and with minimal supervision.</li> <li>• Able to work with attention to detail and accuracy.</li> <li>• Able to demonstrate and apply a flexible attitude to multi-skilled maintenance tasks, designed to maximise operational effectiveness.</li> <li>• Able to work productively and flexibly as a member of a multi-skilled team.</li> <li>• Willingness to attend training and development to fulfil the requirements of the role.</li> </ul>	Interview and presentation.

	Essential	Method of assessment
<b>Other</b>	<ul style="list-style-type: none"> <li>• To take responsibility for tasks.</li> <li>• Good timekeeper.</li> <li>• Observe the Universities equal opportunities policy at all times.</li>   <li>• Full clean driving licence.</li> <li>• Good IT skills</li> <li>• Legionella Awareness.</li> <li>• Relevant Health &amp; Safety training.</li> <li>• Experience of electronic job tickets.</li> </ul>	Interview.



# How to apply

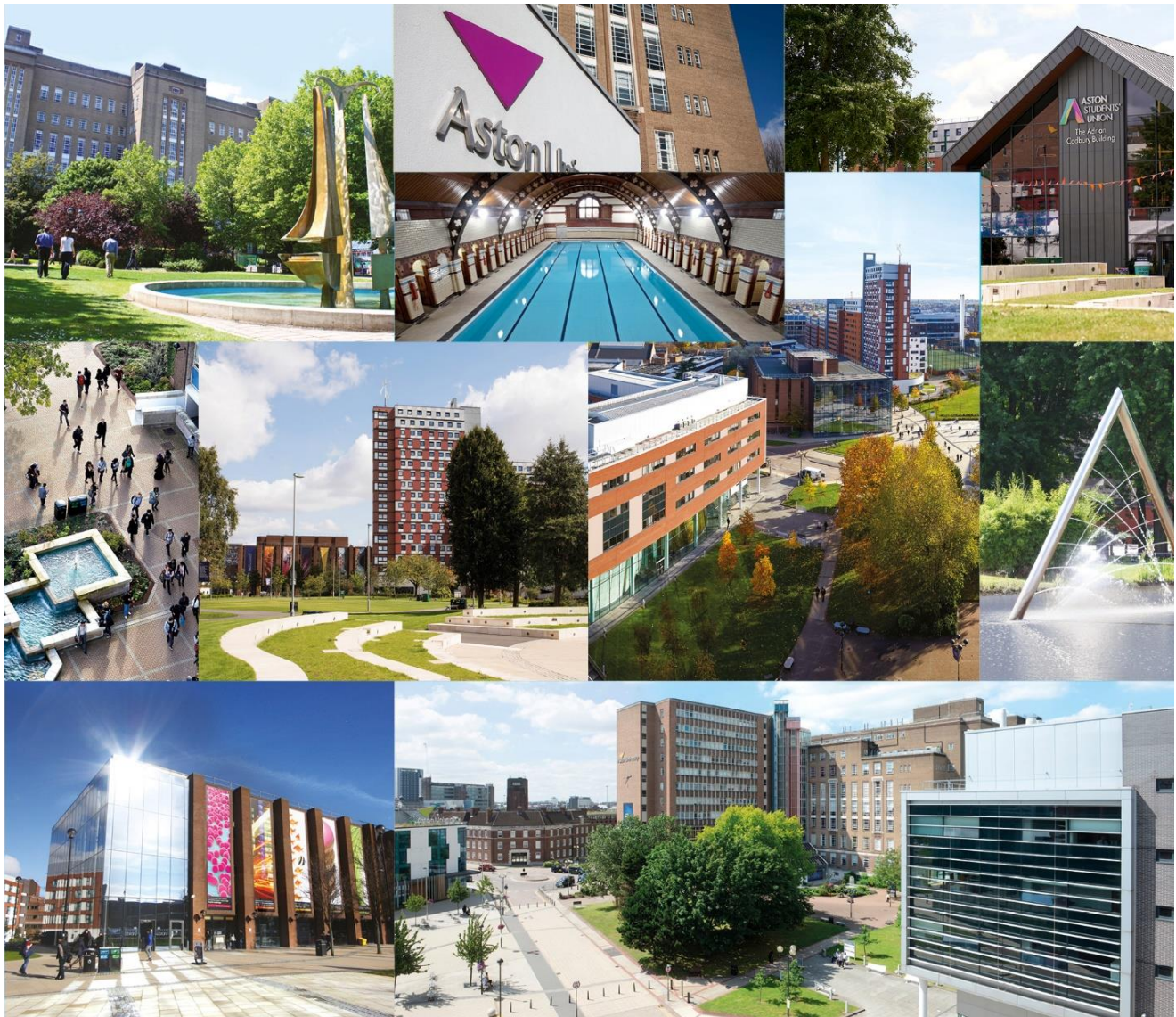
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



## Contact information

### Enquiries about the vacancy:

Name: Stephen Horton

Job Title: Maintenance Officer

Email: S.Horton@aston.ac.uk

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits  
Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):** If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

### **Before you start and Right to Work**

#### **90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

#### **Cost of Living - Estate and Letting Agents**

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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[aston.ac](https://www2.aston.ac.uk)



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