

**BUIDHEANN TIGHEADAS LOCH AILLSE AGUS  
AN EILEIN SGITHEANAICH LTD  
LOCHALSH AND SKYE HOUSING ASSOCIATION**

## **JOB DESCRIPTION**

- 1. POST TITLE:** **PLUMBER/HEATING ENGINEER**
- 2. GRADE AND SPINAL POINTS:** Professional & Administrative Grade 7, PA22
- 3. RESPONSIBLE TO:** Technical Services Officer
- 4. RESPONSIBLE FOR:** N/A
- 5. JOB PURPOSE**
  - 5.1 To assist in providing an efficient and effective asset management service to the Association's tenants and other clients approved by the Association.
- 6. MAIN DUTIES**
  - 6.1 To assist in carrying out assessments of works required, agreeing tasks to be undertaken and making arrangements for the work to be carried out, as directed.
  - 6.2 To assist in carrying out all types of plumbing/heating engineering and associated trade improvements, replacements and repairs all in accordance with the Association's Asset Management Policy (see Appendix 1).
  - 6.3 To assist in supervising and appraising the work of any plumbing/heating engineering or apprentices employed by the Association and any other operatives assigned to Property Services tasks.
  - 6.4 To communicate efficiently, effectively and courteously with clients in respect of the works being undertaken.
  - 6.5 To act in accordance with the Association's policies and procedures including the Health & Safety Policy, Equal Opportunities Policy and Codes of Conduct and to report any breaches to the Technical Manager or other Line Manager.
  - 6.6 To comply with all relevant statutory procedures, including contributing to the preparation of risk assessments, method statements and construction safety plans.
  - 6.7 To undertake any training or development which the Association considers necessary to meet the requirements of the Job Description.
  - 6.8 To maintain appropriate and accurate records including financial records to assist in the monitoring and reporting requirements of the Association's policies and procedures.

**7. GENERAL**

- 7.1 To adhere to the Association's policies and procedures in respect of confidentiality arrangements.
  - 7.2 To ensure that any allocated vehicle is at all times used and maintained in a safe, roadworthy and clean condition and is kept securely when not in use, all in accordance with the Association's policies and procedures.
  - 7.3 To assist in ensuring that all premises used are used and maintained in a safe and clean condition and meet the requirements of the Association's Health and Safety Policy.
  - 7.4 To assist in ensuring that all tools and equipment used are used and maintained in a safe and clean condition, meet the requirements of the Association's Health and Safety Policy and are kept securely when not in use.
  - 7.5 To contribute to the general development and wider activities of the Association as a member of the staff team and to act at all times in the best interests of the Association.
  - 7.6 To undertake any other duties on behalf of the Association as reasonably requested by the Technical Manager or other Line Manager.
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## **PLUMBING/HEATING ENGINEER JOB DESCRIPTION – APPENDIX 1**

To assist in carrying out the following tasks:-

- General reactive repairs to sanitary systems, heating systems and guttering.
  - Repairs to drainage systems.
  - Inspections and repairs to Solar Panels.
  - Inspections and repairs to Oil Boilers.
  - Inspection and repairs to Ground Source, Air Source and Exhaust Air heat pump systems.
  - Installing new bathroom suites.
  - Replumbing kitchens following renewals.
  - Carrying out Legionella inspections.
  - Replacement of immersion elements and stats.
  - Inspection of pressurised cylinders.
  - Inspection of insulated ducts and pipework.
  - Inspection and replacement of radiators and supply pipework.
  - Inspection and replacement of lead valleys or flashings.
  - Carrying out regular cyclical inspections of heating systems and Solar Panels.
  - Designing and installing wet heating systems.
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**PERSON SPECIFICATION**

<b>POST TITLE: PLUMBING/HEATING ENGINEER</b>		<b>GRADE: PA 22</b>	
<b>TRAINING &amp; EDUCATION</b>			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	
Good all-round education	✓		
Time Served/City & Guilds	✓		
<b>SKILLS AND ABILITIES</b>			
Implementation of repair and improvement works	✓		
Excellent interpersonal and communication skills	✓		
Able to work on own initiative	✓		
Commitment to working as part of a team	✓		
Ability to work to deadlines	✓		
Flexibility to assist all trades	✓		
Excellent record keeping abilities	✓		
<b>EXPERIENCE</b>			
Assessing work requirements and planning tasks to be undertaken	✓		
Plumbing/Heating engineering/repairs, improvements and installation	✓		
Have maintained and monitored stores and equipment	✓		
Working knowledge of Health & Safety requirements	✓		
Supervision of apprentices/trainees	✓		
Reporting on works progress	✓		
<b>OTHER REQUIREMENTS</b>			
Full Driving Licence	✓		
Ability to work out of hours	✓		
Knowledge of IT systems		✓	