

**Job Title:** Plumber/Fitter

**Department:** Estates Department

**Reporting to:** Works Manager

**Responsible for:** Not applicable

**Hours of work:** Based on a rota, 40-hours per week, any 8 hour shift between 08:00 – 17:00, including lunch and tea breaks totalling 1 hour per day. Any 5 days out of 6 from Monday to Saturday.

**How to apply:** Please send your CV to HR@lincolnsinn.org.uk

# Post Objectives

To be responsible for and to undertake maintenance and repair to plumbing and other mechanical appliances/services in accordance with good work practices, industry recognised standards and regulations. Also, assist allied trades and contractors employed by the Inn.

**This is a site-based role.**

# Main Duties

The following list of duties is indicative of the nature of the post. Priorities, timescales and standards will be set in agreement with management, recognising the level of professional competence of the post-holder:

1. To carry out Planned Preventative Maintenance, reactive repairs and installations on the Inn’s plumbing and mechanical systems; Report on findings and works undertaken.
2. To work with the Works Supervisor and Gas Safe Engineer in planning completion of the CAFM Generated PPM programme and delivering allocated PPM maintenance tasks.
3. To use the Inn’s CAFM System via a PDA or PC as appropriate for the administration of, and reporting on, reactive and planned maintenance works.
4. To generate and hold hard and soft copies and keep chronologically filed maintenance certificates, COSHH sheets and other certification on the Inn’s CAFM system.
5. Be competent in dealing with and rectify day-to-day plumbing issues such as leaks, faulty plumbing fittings, blockages, etc.
6. Be familiar with the operation of plant, such as, air handling units, boilers, water heaters, pumps and motors, and be able to carry out minor repairs and report on maintenance requirements.
7. To assist other trades and on an occasion assist in other areas of work within the Estates Department.
8. To always comply with the Inn’s health and safety policy for the health and safety of staff, members and visitors.
9. To undertake any such self-development and training as is appropriate to the post and within the capability of the post-holder.
10. To carry out clerical duties, answering the telephone, taking messages and stocktaking when required.
11. To present themselves for work punctually and dressed appropriately for the role.
12. To undertake other duties commensurate with the post-holder’s level of skill and experience, at the discretion of the Inn.



**Person Specification**

**Job Title:** Plumber/Fitter

**Department:** Estates Department

**Skills/ Knowledge required:**

1. Qualified to a minimum of NVQ Level 3 or equivalent in Plumbing.
2. Able to demonstrate solid post-qualification experience in plumbing and general mechanical engineering maintenance and installation work.
3. Able to work as part of a team to complete maintenance or project works and to develop productive relationships.
4. Able to demonstrate a professional and positive attitude to work, with a customer service focus and mind set.
5. Able to demonstrate honesty and integrity in everything you do.
6. Able to communicate clearly and effectively, both verbally and in writing.
7. Be willing and able to adapt well to changing circumstances and to be flexible to business needs.
8. Able to use own initiative with an aptitude for problem solving.
9. Physically fit and able to work at height.



**Benefits**

## **What's in it for you?**

There are lots of great reasons to work at Lincoln's Inn, including:

* Generous annual leave entitlement; 30+ days including closure periods over Christmas, Easter and August (for most roles)
* An excellent free lunch
* A 40-hour working week including paid breaks (for most roles)
* Hybrid working (depending on role)
* Overtime paid for Operational roles
* Private Medical Insurance
* A non-contributory 10% Stakeholder Pension Scheme
* Interest-free Season Ticket/Bicycle loan
* Free uniform for operational roles (laundered)
* Enhanced Maternity and Paternity and Shared Parental Leave
* Great annual training and continual development support
* Bicycle stands and shower facilities
* Great annual training and continual development support
* Death in Service benefit; 6 x your annual salary
* Free Eye tests and free chiropody
* Access to a confidential Employment Assistance Programme
* Team building days
* Plenty of social events, such as staff parties, quiz nights etc.
* Employment Membership shopping discounts

The Honourable Society of Lincoln's Inn is committed to ensuring both its members and staff members are treated with dignity and respect throughout their careers. We promote [values](https://www.lincolnsinn.org.uk/about-us/who-we-are/) of trust, transparency, and respect for all through robust policies and procedures.