



## CATHEDRAL WORKS ENGINEER

### Job Description



#### **Introduction**

Peterborough Cathedral is one of the finest Norman cathedrals in England. Founded as a monastic community in 654 AD, it became one of the most significant medieval abbeys in the country, the burial place of two queens and the scene of Civil War upheavals.

The wider estate includes the Cathedral Precincts and a number of additional buildings and properties, many of them listed, which surround the Cathedral.

The upkeep and maintenance of the Cathedral, a Grade 1 Listed building and its estate is an ongoing process which requires passion, dedication and a significant budget.

#### **The role**

The Cathedral is looking to recruit a full time Works Engineer to become an integral part of the Estates and Facilities team. Working closely with the Estate and Facilities Manager your duties will include running and completing defined projects, management of small teams, carrying out light joinery and carpentry work, general plumbing work, minor electrical work, painting & decorating, minor repairs to buildings and wall structures including roofing repairs, and generally looking after machines and tools so that they are in a good state of repair.

You will be required to carry out weekly and monthly maintenance checks such as fire alarm tests and emergency lighting tests as part of the Cathedrals regular maintenance schedule.

You will also be required to service a wide variety of equipment keeping electronic log books as part of the ongoing maintenance record.

The role includes working both on the Cathedral itself and many of the Precincts' Historic Grade listed properties. You should therefore have significant experience in working on historic buildings, appreciate and have experience in using historic building techniques and have an understanding in the use of traditional building materials such as lime mortars.

### **Skills required**

To be an effective Cathedral Works Engineer, you will be a skilled tradesperson with experience of managing projects and problem solving in many of the building disciplines. You should have as a minimum an NVQ Level 3 Qualification in either plumbing, electrics or equivalent. You will need to demonstrate a skilful, project based hands-on approach, have good physical stamina, and a strong technical building knowledge. It is important for the successful candidate to be able to assess jobs quickly, make informed judgements and recommendations and prioritise the work.

The role includes some management of teams from different disciplines and having direct customer contact with the various tenants living and working in the Precincts properties. You will have excellent communication and customer relationship skills.

It is important that you are a self-starter and at times you may be requested to work on your own. You need to demonstrate that you are able to work at height and that you are familiar with carrying out risk assessments, method statements and implementing safe systems at work. IT skills are essential to monitor and attend to emails, create job sheets, update service records and write fault reports.

You report directly to the Estates and Facilities Manager who will be planning and discussing the weekly and monthly works programs and maintenance schedules with you.

You will be part of a well-established grounds team and at times you may be required to carry out other jobs such as gardening, clearing rubbish and moving items and objects from site to site as required, particularly setting up stages and events, etc.

### **Main responsibilities:**

- Project management and delivery of building improvement tasks such as building maintenance, operational function, alarm testing, managing & assisting contractors and waste management.
- Managing small teams.
- Work proactively and reactively to the needs of the Cathedral, the Precincts Properties and the Estate keeping up high standards of housekeeping.
- Managing and overseeing scheduled services and maintenance visits including plant, vehicles and equipment.
- Carry out several repair, maintenance and preventative works on the Cathedral, the Precincts properties and the Estate.

- Update records and log books to a high standard, electronically and in paper form.
- Support the gardening team and security as the need arises.
- Act as an ambassador for the Cathedral and have good customer skills dealing with a wide range of visitors, pilgrims, tenants, contractors, etc.

**Specific responsibilities:**

- Able to attend to general plumbing work such as fixing leaks, changing taps and washers
- Carry out light joinery and carpentry work.
- Check, inspect and maintain where possible electrical and mechanical systems around the estate. Identify external contractor requirements and report to line manager. Experience of PAT testing would be an advantage.
- Carry out small plaster repairs, tiling and be able to paint & decorate to a high standard.
- Perform basic masonry tasks including brick and stone repairs to walls and structure using lime mortars, have roofing skills.
- Looking after machines, appliances and tools so that they are in a good state of repair and detect and report the need for major maintenance repairs. Complete relevant maintenance logs.
- Conducting routine maintenance inspections of premises and performing preventative maintenance measures.
- Carry out routine inspections such as gas, water and electric meter readings, log readings.
- IT skills, be able to keep good records and update log books.
- Managing and liaising with contractors where necessary.
- Inspect and move forward maintenance schedule work including roof and parapet inspections, fall arrest systems, drainage-gutter-gullies.
- Carry out any further duties as directed by the Estates and Facilities Manager.

**Minimum requirements:**

- 5 GCSE's including English and Maths.
- At least NVQ Level 3 in plumbing, electrics or equivalent.
- A minimum of 5 years' working experience in a similar role, evidencing some project and team management experience.
- Experience of repairing and maintaining plumbing and electrical systems.
- Ability to work with hardware tools and power equipment.
- Extremely organized with good communication and IT skills.
- Detail-orientated with an aptitude for problem-solving.
- Able to work at height and at times in confined spaces.
- A strong service ethos is essential.
- You need to be a strong team player with a proactive, energetic attitude towards your work and people.
- A good self-starter with a strong attention to detail.
- Have a practical approach to issues and challenges prepared to get your hands dirty and the ability to prioritise jobs.

- Relish the opportunity to work at Peterborough Cathedral to support the Precincts community preserving the historic architecture and green space.

#### **Further information**

- All employees are required to abide by the Safeguarding policy, Health & Safety policies, GDPR and other general Cathedral Policies.
- All Cathedral employees are required to undertake all appropriate training as and when it becomes available.
- You may be required to undertake other tasks as necessary for the smooth running of the Cathedral, as directed by the Chapter through the Dean.

The Chapter of Peterborough Cathedral take the safety of everyone within the Cathedral very seriously and expects that everyone will work within the Cathedral safeguarding policy. In particular, the Cathedral expects anyone who becomes aware of a safeguarding risk or of actual abuse, to immediately raise this with the Cathedral Safeguarding Officer or the Diocesan Safeguarding Adviser (DSA) or Assistant DSA.

#### **Disclosure and Barring Service**

This role will be conditional upon receipt of a satisfactory DBS check.

We are an equal opportunities employer.

#### **What we can offer**

As well as a beautiful working environment and the opportunity to work with a great team of people, we can offer:

- A salary £25,000
- Flexible working hours between 08.00 and 18.30
- Membership of the Cathedral's pension scheme
- 25 days holiday per annum plus public holidays
- Free on-site parking
- This is a permanent post, subject to satisfactory probationary period

The hours of work are 40 per week, typically Monday to Friday but the role may occasionally include some evening and occasional weekend work for which time off in lieu is given.

#### **How to apply**

Applications should consist of a completed application form and covering letter outlining key matching experience and rationale for applying for the post. These should be sent by email to: [dean.pa@peterborough-cathedral.org.uk](mailto:dean.pa@peterborough-cathedral.org.uk)

For a confidential and informal discussion please contact the Cathedral's Estates and Facilities Manager, Tom Küpper, [efm@peterborough-cathedral.org.uk](mailto:efm@peterborough-cathedral.org.uk), 01733 355306.

**The closing date for applications is at midnight on Sunday 31<sup>st</sup> January 2021.**