

# Terms of Reference (TOR)

## Position Title: Fitter (Plumbing Work)

### 1. Position Summary

The Fitter (Plumbing Work) shall be responsible for installation, maintenance, repair, and inspection of plumbing systems and related fixtures within the College premises. The incumbent shall ensure uninterrupted water supply, proper drainage systems, and overall maintenance of plumbing infrastructure in all academic, administrative, residential, and service blocks.

### 2. Key Roles and Responsibilities

#### 2.1 Installation and Maintenance

- Install, repair, and maintain water supply lines, drainage systems, pipes, valves, taps, fittings, and sanitary fixtures.
- Carry out installation of plumbing systems in newly constructed or renovated buildings.
- Replace worn-out or damaged plumbing components in a timely manner.

#### 2.2 Inspection and Troubleshooting

- Conduct regular inspection of plumbing systems across campus.
- Identify leakages, blockages, pipe bursts, and faulty fixtures.
- Troubleshoot plumbing issues and undertake corrective actions promptly.

#### 2.3 Preventive Maintenance

- Develop and follow preventive maintenance schedules for plumbing systems.
- Ensure water tanks, pipelines, and drainage systems are cleaned and maintained regularly.
- Monitor water pressure and ensure efficient water distribution.

#### 2.4 Emergency Response

- Attend to emergency plumbing issues such as pipe bursts, major leakages, and drainage blockages.
- Ensure minimal disruption to academic and administrative activities during repairs.

#### 2.5 Coordination and Support

- Coordinate with the Estate/Engineering Section for major repair and renovation works.
- Assist in procurement planning by identifying required plumbing materials and tools.
- Maintain proper inventory records of plumbing tools and consumables.

## **2.6 Safety and Compliance**

- Ensure all plumbing works comply with safety standards and institutional guidelines.
- Use appropriate safety equipment and follow occupational health and safety practices.

## **3. Reporting Line**

The Fitter (Plumbing Work) shall report to the Estate Officer/Chief Engineer/Administrative Officer (as applicable).

## **5. Skills and Competencies**

- Sound knowledge of plumbing systems, tools, and materials.
- Ability to read basic technical drawings and layouts.
- Good troubleshooting and problem-solving skills.
- Physically fit and capable of handling manual tasks.
- Responsible, punctual, and able to work independently.

## **6. Employment Conditions**

- The position may require working beyond normal office hours during emergencies.
- The incumbent shall perform any other tasks assigned by the Management in the interest of the College.