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| 1.
 | **POST TITLE:** | Gas Service Engineer / Plumber |
| 1. **2.**
 | **POST NUMBER:**  |  |
| 1. **3.**
 | **GRADE:**  | Tradesman rate plus up to 10% additional skills allowance plus additional 50% interim operational allowance  |
|  | **LOCATION:** | You will be based at Meadowfield Depot and will work at any council workplace within County Durham as directed.  |

**5. RELEVANT TO THIS POST:**

**Flexible Working:** Due to service needs the council’s flexible working policy is not applicable to this post

**6. ORGANISATIONAL RELATIONSHIPS:**

6.1 The post holder will be accountable to the Gas Supervisor.

**7. DESCRIPTION OF ROLE:**

7.1 To carry out Gas/plumbing work to client specification and satisfaction

**8. DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

8.1 The installation, repair, maintenance and servicing of mechanical, plumbing and gas

systems to drawing, specification or as instructed including electrical connections.

8.2 To work in accordance with the information, instruction and training given and to inform

 the Gas Supervisor of any potential safety hazards not adequately controlled.

8.3 Maintain personal protective equipment to prescribed standards.

8.4 Complete timesheets and other relevant documentation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Heating Foreman.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

 To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes, and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

 To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **Appraisal**

 All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.6 **Equality and Diversity**

 As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we are developing policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination.

 These policies apply to all employees of Durham County Council.

9.7 **Confidentiality**

 All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.8 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification – Gas Service Engineer/ Plumber

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| Qualification | * Heating trade apprenticeship up to NVQ Level 3 (or equivalent)
* Gas ACS qualifications CCN1, CEN1,DAH1, WAT1, HTR1, CPA1, CKR1
* Gas Safe registered
* Asbestos Awareness
 |  | * Application form
* Selection Process
* Pre-employment checks
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| Experience | * Previously experience of working in domestic buildings
* Previously employed in a domestic repairs and maintenance environment
* Relevant heating/gas and plumbing experience
 | * Experience of using PDA wireless technology/laptops
* Being able to work with no direct supervision
 | * Application form
* Selection Process
* Pre-employment checks
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| Skills/knowledge | * Knowledge of health and safety regulations
* Customer care skills
* IT skills
* Good communication skills
 |  | * Application form
* Selection Process
* Pre-employment checks
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| Personal Qualities | * Self motivated
* Good team worker
* Ability to work on own initiative
 |  | * Application form
* Selection Process
* Pre-employment checks
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| Special Requirements | * Able to work flexibly and under pressure to ensure deadlines are met
* A willingness to undertake further training
* Access to a car or means of mobility support (if the post holder is driving then they must hold a current valid driving licence & have appropriate motor insurance cover)
 |  | * Selection Process
* Pre-employment checks
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