



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Plumber

Vacancy ID: 008499

Salary: £21,772 Annually

Closing Date: 25/02/2018

Benefits & Grade

Craft 2

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Interview Date

08/03/2018

Job Description

Building Services are seeking to appoint a Qualified Plumber.

You should have experience in plumbing and gas, general repairs and maintenance within domestic and commercial buildings, a thorough understanding of current health and safety, gas and water legislation, and be able to produce clear concise service, testing and repair certification.

You should also have a can do attitude and be able to work both alone and within a small team.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Kevin Briggs, Maintenance and Business Manager, on 01325 406726 or Mike Chapman, Head of Building on 01325 406644.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL
NEIGHBOURHOOD SERVICES AND RESOURCES

JOB DESCRIPTION

POST TITLE : **PLUMBER**

GRADE : **Craft 2**

JOB EVALUATION NO.

REPORTING RELATIONSHIP **The post holder will report to the Maintenance and Business Manager**

JOB PURPOSE : **To carry out plumbing/mechanical/gas installation, maintenance and repair work**

POST NO. **D10310**

PDR COMPETENCY FRAMEWORK **Level 1, Expected Competencies for all employees**

MAIN DUTIES/RESPONSIBILITIES

1. Carry out installation and maintenance work in accordance with job instructions/specifications, and all current legislation.
2. Ensure that a high standard of workmanship is maintained in accordance with the Quality Assurance system ISO 9002 and current works specification.
3. To work in conjunction with the department's flexible shift patterns.
4. Understand and comply with Health & Safety legislation, practices and procedures with particular regard to installing and maintaining electro-technical systems and equipment.
5. Understand and comply with environmental legislation working practices and principles of environmental technology systems.
6. Interpret and comply with drawings, schedules and specifications.
7. Attend briefings when required for safety and policy issues.
8. Maintain all plant and equipment used in good order.
9. Be aware and comply with current legislative requirements relating to the construction workplace.
10. Maintain a clean and tidy work environment.
11. Comply with risk and method statements and other relevant Health & Safety assessments appropriate to the work.
12. Comply with Darlington Borough Council policy and arrangements in respect of use of Council owned/leased vehicles including maintaining in a clean and tidy condition.

13. Comply with Darlington Borough Council Quality & Environmental policies to ensure BSEN ISO 9001/14001 system requirements are continuously met.
14. Comply with health and safety policies organisations statements and procedures, report incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
15. Assist supervisors/managers in procuring appropriate materials for the work and on delivery ensure appropriate safe storage, stacking and handling.
16. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
17. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Carry out your role in line with the Council's Equality agenda.
19. Undertake any other duties of a similar nature related to this post that may be required from time-to-time.
20. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
21. Any other duties of a similar nature related to this post that may be required from time-to-time.
22. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AND THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND TO RECHECKING AS APPROPRIATE

Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Updated January 2018

DARLINGTON BOROUGH COUNCIL**PERSON SPECIFICATION****PLUMBER****NEIGHBOURHOOD SERVICES AND RESOURCES****POST NO. D10310**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Time served Plumber/Heating Engineer: City and Guilds or equivalent	E	
2	Qualified to ACS certification	E	
	Experience & Knowledge		
3	Ability to comply with water regulations	E	
4	Ability to comply with Council's Health & Safety Procedures including safe working practices	E	
5	Approximately 5 years experience as a Plumber within construction and Maintenance.	E	
6	Experience in legionella monitoring and legislation		D
	Skills		
7	Ability to communicate effectively both verbally and in writing	E	
8	Be able to multi-task across a variety of trade disciplines	E	
9	Ability to use specialist equipment for servicing/calibration purposes		D
	Personal Attributes		
10	Ability to work on own initiative and make decisions but also work effectively as part of a team	E	
11	Ability to undertake the physical aspects of the role	E	
12	Self-motivated to provide the highest level of service	E	
	Special Requirements		
13	Reliable, with a flexible approach to working arrangements	E	
14	The successful candidate must wear the uniform provided	E	
15	The successful candidate must hold a current valid driving licence to enable them to undertake the driving duties the post requires	E	
16	Willing to join an on-call rota as required	E	
17	Willingness to undertake relevant training	E	
18	Capable of independent travel to carry out the requirements of the post	E	
19	The ability to communicate at ease with customers and provide advice in accurate spoken English'	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.