

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Portable Appliance Tester
<u>GRADE :</u>	H
<u>JOB EVALUATION NO.</u>	E3476
<u>REPORTING RELATIONSHIP</u>	The postholder reports to the Service and Repairs Supervisor
<u>JOB PURPOSE :</u>	To maintain a testing regime for all Portable Appliances
<u>POST NO.</u>	D13890
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To maintain a testing regime for all Council portable appliances.
2. Enter all test results onto our PAT guard data base and send regular update reports to relevant building managers.
3. Contact Service Managers to arrange advanced access to offices/premises.
- 4 To ensure all portable appliance testing equipment is properly maintained and calibrated
5. 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.
6. 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.
7. Carry out your role in line with the Council's Equality agenda.
8. 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.
9. Any other duties of a similar nature related to this post that may be required from time-to-time.

THIS POST IS SUBJECT TO ENHANCED DISCLOSURE. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO THE RELEVANT VETTING CHECKS BEFORE AN OFFER OF

APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE COUNCIL.

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.

Date: September 2018

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All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	City & Guilds 2377 portable appliance testing THIS IS AN ESSENTIAL REQUIREMENT FOR THE ROLE AND THE POSTHOLDER WILL BE EXPECTED TO ATTEND A ONE DAY COURSE AND OBTAIN THIS QUALIFICATION AS SOON AS PRACTICABLE FOLLOWING APPOINTMENT	E	
2	City & Guilds 2391 Testing & Inspection		D
3	City & Guilds 17/18th edition IEE RESS		D
	Experience & Knowledge		
4	Approx. one year's experience of portable appliance testing	E	
5	Approx. one year's experience of testing and inspection	E	
	Skills		
6	Ability to communicate effectively both verbally and in writing	E	
7	Ability to maintain accurate records	E	
8	IT Literate, capable of using MS Word / Excel, databases and office packages	E	
	Personal Attributes		
9	Ability to work on own initiative with minimum supervision	E	
10	Ability to carry out the physical requirements of the role	E	
	Special Requirements		
11	Capable of independent travel to carry out the requirements of the post	E	
13	A current trade CSCS safety card or prepared to work towards within 2 months	E	