

Neighbourhoods & Regulatory Services Department

**Job Title:** Apprentice Plumber/Gas Fitter

**Division:** Building Design & Construction

**Grade:** Apprentice Grade

**Responsible To:**  Mechanical Construction Officer, or Team Leader;

or where placed, the relevant Engineer

**Principle duties and responsibilities:**

1. To learn and assist in the provision of the diverse range of domestic and commercial gas fitting, mechanical services and ventilation, heating engineering and associated works provided by the Building Design and Construction Division, including:
2. Responsive repairs to heating installations (including emergencies)
3. Cyclical/servicing maintenance programmes
4. Periodic testing to heating installations
5. Gas installation safety inspections to occupied and vacant buildings
6. Renewal of heating appliances/installations
7. Diagnostic fault finding on heating appliances/installations
8. Associated electrical fault diagnosis
9. Understand, use and enforce actions required under the current Gas Installation Regulations
10. Any other heating engineering or associated works which may arise in the provision of our service
11. To attend College, training and development courses as required, and participation in schemes of assessment, professional development and review. It is a requirement of the post that training is undertaken to complete Level 3 or equivalent in the relevant technical trade.
12. To assist in ensuring that there is full compliance in:
13. Achieving target dates and deadlines
14. Security requirements
15. Applying all approved working systems and procedures
16. Punctual attendance at work
17. To ensure the accurate completion and provision of timesheets, job tickets, and any other record documents appropriate to the task.
18. To ensure that all plant communication equipment, tools and vehicles used, are secure, maintained and treat with care, to ensure the safe operation of the item(s) and to maintain and improve the image of the service.

6 (a) Ensure that all working practices are carried out in a safe manner in accordance with the Health and Safety at Work Act 1974 and as referred to in the BD&C Health and Safety File.

6 (b) Report any incidents which may arise using the Safety Incident Report (Accident Form) in accordance with the approved procedure.

7. To ensure that stores issues (or similar) are correctly administered, and that items are returned and credited where appropriate.

8 (a) Act in a courteous manner when dealing with our customers, and other appropriate bodies, inclusive of keeping appointments when appropriate.

8 (b) Assist in the development of customer care by the provision of relevant advice and information to the customer and the return of customers complaints, comments and repair reports to the Supervisor or relevant Office for action.

9. Treat residents’ homes and public buildings with courtesy, ensuring that all rubbish and spare materials are cleaned up and removed.

10. Work with other trades and/or partners as required to ensure the flexible development of multi-skilled applications. This may include temporary placements in other businesses.

11. To gain a full driving licence (when eligible) and to drive a vehicle as and when required, keeping the vehicle clean and tidy, carrying out daily/weekly safety checks of the vehicle as required, presenting the vehicle for any servicing, maintenance and/or MOT as scheduled, and to report any defects or damage to the vehicle to the supervisor and vehicle fleet management.

12. Any other duties of a related nature which might reasonably be required or allocated by the responsible officer/person.

CHANGES

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation which, if wished, may involve a Trade Union/Professional Association representative.