 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Community Services		Service Area: Construction Facility Services
JOB TITLE: Commercial Heating Engineer		
GRADE: J		
REPORTING TO: Mechanical Supervisor		
1.	JOB SUMMARY:	
	To undertake the maintenance / servicing, repair and installation of heating / gas pipework and equipment on commercial heating systems through our reactive, cyclical & planned project programs.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1	To deliver the Councils commercial cyclical maintenance and servicing program. This includes undertaking repairs as required and generating high quality service reports.	
2	To undertake maintenance, servicing, repair, or installation works include heating, gas, plumbing in associated domestic or commercial systems.	
3	You will be required to work under your own initiative and complete tasks to specification ensuring works are completed to the best possible standard.	
4	You will be required to use your skillset to adapt to challenges you come across on each project, whilst liaising with your Team Leader to resolve problems whilst delivering works on time and to the required standard.	
5	To undertake additional training as may be required to ensure compliance with current and new legislation	
6	To undertake daily vehicle checks and reporting any faults, damage or incidents to the fleet department.	
7	To comply with all Health, Safety & Wellbeing standards and always promote a safe working environment	
8	To ensure that accurate records of time and materials are submitted as required	
9	To embrace and demonstrate Stockton Borough Councils culture and values	
10	To provide support and assistance to other departmental units as required	
11	To undertake such other duties and responsibilities as required with the grading and nature of the post	

	12	To be responsible for the safety and security of all transport, plant and materials within the post holders control
	13	To comply with all Health and Safety regulations, guidance and control measures.
	14	To deliver customer service excellence when interacting with clients and partners
	15	To be able to read and understand technical drawings
	16	To comply with the Departmental dress code.

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the high standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to familiarise and adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy.

	Name:	Signature:	Date
Job Description written by: (Manager)	Chris Donnison		1/10/24

Job Description agreed by: (Post holder)
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Job Description dated:



PERSON SPECIFICATION

Job Title/Grade	Commercial Heating Engineer	Grade: J
Directorate / Service Area	Community Services	Construction Facility Services, HVE
Post Ref:		


	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Good standard of general education • Full driving Licence • Recognised relevant plumbing or heating qualification (NVQ LVL3) or equivalent • COCN1 (core commercial) • CIGA1 (commission /service / repair) • TPCP1 (testing / purging) • ICPN1 (pipework) • Gas Safe 	<ul style="list-style-type: none"> • IOSH managing safely • Hold a CSCS card • CORT1 (overhead radiant heaters) • CCCN1 (core commercial catering) • COMCAT 1,2,3 (catering appliances) • CCN1 (core domestic) • CENWAT (heating and water heaters) • CKR1 (cookers) • HTR1 (fires and wall heaters) • DAH1 (ducted air) 	Application form

<p>Experience</p>	<ul style="list-style-type: none"> • Experience in both commercial and domestic mechanical and plumbing services • Effective engagement with clients, contractors and suppliers • Completing work to Gas Safe requirements • Commercial gas plant experience • Post holder expected to be verbally articulate. • Possess core literacy and numeracy skills • Undertaking gas work to industry standard • Experience of working with a range of people • Experience of providing a customer based service 	<ul style="list-style-type: none"> • Delivering customer service excellence • Commercial catering equipment experience 	<p>Application / Interview</p>
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Ability to demonstrate a knowledge of Health and Safety requirements within a plumbing and mechanical service • Flexible with type of work and prepared to carry out all types of heating and plumbing works as required. • An understanding of a business/trading environment • A high standard of written and oral communication skills including the ability to compile reports • Relevant good standard of IT skills including MS Office applications • Ability to demonstrate good organisational & communication skills 		<p>Application / Interview</p>

	<ul style="list-style-type: none"> • Ability to work in an organised and methodical way to analyse and solve problems • Ability to demonstrate technical aptitude • Ability to understand and apply regulations and instructions 		
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • An awareness of the importance of personal development and shared learning/support in the organisation • The ability to contribute to a shared objective when delivering a customer focused front line service • The candidate is expected to demonstrate a positive and enthusiastic attitude when delivering services • Flexibility and a willingness to travel when required • Willingness to work outside of normal working hours, if required • Willingness to be on the on-call rota system. • Enthusiastic about the delivery of a frontline service • Ability to withstand physical demands of the post 	<ul style="list-style-type: none"> • To be able to work flexibly were necessary including weekend work. 	<p>Application / Interview</p>

	<ul style="list-style-type: none">• To be able to demonstrate personal initiative in order to find innovative solutions		
Other requirements			

Person Specification dated: 1/10/24

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Community Services	SERVICE AREA: Construction and Facility Services
JOB TITLE: Commercial Heating Engineer	
GRADE: J	
JOB LOCATION / BUILDING: Cowpen Depot	
REPORTING TO: <i>Mechanical Supervisor</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)	x	
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9	x	
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)	x	

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		x

Known Risk	Yes	No
<p>Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be:</p> <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. <p>The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.</p>		x
<p>Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.</p>		x
<p>Working at Heights - Safety Critical: Employee will be required to work at a height.</p>	x	
<p>Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.</p>		x

Other Known Risks		
Known Risk	Yes	No
<p>Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.</p>	x	
<p>Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i></p>		x
<p>Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i></p>		x
<p>Lone Working (including Home Working): Employee will be required to work alone.</p>		x
<p>DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i></p>		x
<p>Any Other: Please identify any other known risks associated with this job role.</p>		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Chris Donnison

Date: 1/10/24

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department:

Occupational.Health@stockton.gov.uk