

## Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Property Maintenance Operative Apprentice</b>		<b>Director/Service:</b> Housing & Public Protection		<b>Office Use</b>
<b>Band:</b>	<b>Apprenticeship Basic Rate</b>		<b>Sector</b> <b>Housing? yes</b>		JE ref:
<b>Responsible to:</b>		<b>Date:</b>		<b>Lead &amp; Man Induction:</b>	HRMS ref:
<b>Job Purpose:</b> To work and train in the role of ensuring buildings are in safe working condition					
<b>Resources</b>	Staff	None			
	Finance	None			
	Physical	Some work of a physical nature which may involve lifting & moving equipment, working at heights and working in confined spaces			
	Clients	General dealings with the general public and clients of the Council.			
<p><b>Duties and key result areas:</b> Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. The list is not exhaustive. The actual duties and proportion of time spent on them may vary between individual jobs.</p> <p><b>Core Technical Skills, knowledge &amp; Understanding - you will undertake training to enable you to:</b></p> <p>As a Property Maintenance Operative Apprentice, you will gain a knowledge and understanding of basic carpentry, electrical, plumbing and decorating to;</p> <ul style="list-style-type: none"> <li>- Understand and demonstrate the importance of Health and Safety in the workplace</li> <li>- Comply with organisational safety, policies and procedures and identify hazards and reduce them</li> <li>- Consider safety compliance with a diverse sector of client groups</li> <li>- Understand and demonstrate the importance of working safely at height</li> <li>- Carry out repairs to the fabric of a building, for example repairs to walls, doors, door frames, skirting boards or plaster damage to internal walls</li> <li>- Understand and maintain plumbing and drainage systems, for example repairs to WC systems, leaking taps or water testing and unblocking drains</li> <li>- Maintain high levels of water hygiene within a building</li> <li>- Understand and maintain plant, safety systems and equipment</li> <li>- Demonstrate and implement energy, environment and sustainable practices</li> <li>- Understand and maintain grounds and external fabrication of a building, such as drainage and guttering</li> <li>- Understand and demonstrate the safe use of hand tools, e.g. screwdrivers, power drills, pliers, paper strippers &amp; other tools used in plumbing and carpentry</li> <li>- Demonstrate and understand the importance of the control of resources and stock</li> <li>- Understand and demonstrate the principles of Planned Preventative Maintenance</li> <li>- Understand how to prepare for refurbishment or deep clean of equipment and surfaces</li> <li>- Carry out repairs and reactive maintenance</li> <li>- Understand the importance of customer service</li> <li>- Record and report information accurately either internally or externally</li> </ul>					
<b>Work Arrangements</b>					

Physical requirements:	Some work of a physical nature which may involve lifting & moving equipment, working at heights and working in confined spaces
Transport requirements:	Able to travel to service locations and work sites, attend training etc.
Working patterns:	37 hours per week, day work. Flexible working hours may apply if staff co-operate to provide cover.

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### PERSON SPECIFICATION

<b>POST: Gas Engineering Operative Apprentice</b>	<b>SERVICE:</b> All Directorates	<b>Ref: 1631</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
The nature of the job demands a good general education demonstrating numeracy and literacy.	Any basic carpentry, electrical, plumbing and decorating qualifications at Level 1 or below	
<b>Experience</b>		
Some experience in a similar role would be beneficial.		
<b>Skills and competencies</b>		
Literacy skills sufficient to read text and write straightforward sentences. An understanding of spelling, grammar and punctuation. Numeracy skills sufficient to undertake straightforward arithmetic functions. An understanding of percentages and decimals. Able to type and set out an e-mail or WP document quickly and accurately. Able to follow instructions and procedures without constant supervision. Works in a systematic and orderly manner.	Any prior experience within plumbing or gas engineering work	
<b>Physical, mental, emotional and environmental demands</b>		
Some work of a physical nature which may involve lifting & moving equipment, working at heights and working in confined spaces Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands. Contact with the public may result in some emotional demands. Occasional exposure to disagreeable, unpleasant or hazardous conditions.		
<b>Motivation</b>		
Reliable and keeps good time. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work. Appropriately follows instructions to achieve set objectives. Works collaboratively to achieve team spirit. Adapts to change by adopting a flexible and cooperative attitude.		
<b>Other</b>		

**Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits**