

## Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Gas Engineering Operative Apprentice</b>	<b>Director/Service: Housing &amp; Public Protection</b>		<b>Office Use</b>
<b>Band:</b>	<b>Apprenticeship Basic Rate</b>	<b>Sector Repairs and Maintenance - Gas Servicing &amp; Maintenance</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 roles involving the safe installation, commission, decommission and on-going service & repair of gas appliances within domestic settings				
<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>Technical Skills - you will undertake training to enable you to:</b></p> <ol style="list-style-type: none"> <li>1. Carry out safe isolation essential electrical safety checks</li> <li>2. Carry out flue testing</li> <li>3. Undertake the necessary safety checks following gas work on an appliance (regulation 26/9)</li> <li>4. Work in compliance with statutory and normative documentation including building regulations, water regulations and electrical regulations</li> <li>5. Access and comply with technical guidance, bulletins and safety alerts e.g. Gas Industry Unsafe Situations Procedures (GIUSP)</li> <li>6. Demonstrate tightness testing, purging and relight procedures on gas installations</li> <li>7. Demonstrate pipework installations/pipework skills, pressure and flow/pipework sizing, meter installations</li> <li>8. Demonstrate ambient air testing/carbon monoxide/dioxide atmosphere testing</li> <li>9. Identify gas safety controls and prove their safe operation</li> <li>10. Complete records and maintain records accordingly</li> <li>11. Identify faults and take the appropriate action</li> <li>12. Undertake the installation and/or repair and maintenance of four appliances</li> <li>13. Reinstate following completion of works cleaning up and making good</li> <li>14. Attend regular structured training towards the Level 3 Gas Engineering Operative Standard which will include End Point Assessment</li> </ol>				

**Technical Knowledge - you will receive training to ensure you have knowledge of:**

1. Electrical awareness and be able to carry out safe isolation and essential electrical safety checks
2. Combustion, combustion analysis, gas properties, carbon monoxide (CO), and types of burners
3. Flues and ventilation principles
4. The necessary safety checks following gas work on an appliance (regulation 26/9)
5. The range and suitability of appliances
6. The statutory and normative documentation including building regulations, water regulations and electrical regulations
7. Emergency procedures, including gas escapes, report of fumes and for unsafe situations
8. A knowledge and understanding of four appliances
9. System design, location, controls, flue types for appliances and smart controls
10. An awareness of green technologies
11. The properties of Liquid Petroleum Gas (LPG)
12. An awareness of fuel storage – tanks and bottles (Liquid Petroleum Gas - LPG)

**Work Arrangements**

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 plumbing or gas engineering qualifications at Level 2 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. Ability to form appropriate relationships quickly. 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**