

**Job Description**

**Job Title: Apprentice Electrician**

**Salary Grade:** **First year of apprenticeship £3.90 per hour**

**(£3.90 per hour then minimum apprentice wage applies to 19 years and over following successful completion of first year)**

**Job Family: Operational Services**

**Job Profile: n/a**

**Directorate: Neighbourhoods**

**Work Environment:** **Building Services**

**Reports to: Services Manager**

**Number of Reports: 0**

**Purpose:**

Provide a high quality and cost-effective electrical repairs, maintenance and planned improvement service to customers of Building Services. To carry out a full range of electrical duties working on various domestic and commercial properties in line with Service priorities under the direction of the Principal Officer.

The post holder will be required to learn and be given training in the required skills and responsibilities of an Electrician over the term of the apprenticeship, to then be able to undertake the full range of duties listed below at the conclusion of the Apprenticeship.

**Main Duties and Responsibilities:**

Working under supervision within the following areas;

* Undertake electrical duties as required including test and inspection, reactive maintenance, rewiring and installations.
* Complete works in accordance with specifications and in compliance with the relevant legislation and industry best practice.
* Complete and sign off worksheets, time sheets and any other forms as required by the Principal Officers.
* Work to operational procedures, safe working practices and Health and Safety procedures as required*.*
* Responsible for the care and condition of all plant, small tools and equipment issued to or used by the post holder. Provide all necessary report form or verbal reports relating to the safe correct functioning of all equipment immediately advising the line manager of any defects requiring repair.
* Provide general support and assistance to the Building Services team.
* The post holder is responsible for maintaining their own portfolio, ensuring all units are completed as set out by the training body.
* To demonstrate a commitment to developing personal skills in accordance with the apprentice framework.
* To meet deadlines associated to progression through the full apprenticeship period.
* To complete assignments/projects which relate to the apprenticeship framework to meet target dates
* Comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council.
* Comply with the principles and requirements of the Freedom of Information Act 2000.
* Comply with the Council’s information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council.

**Date: July 2019**