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| **Job Description** | |
| **Post title** | Commercial Gas Service Engineer / Plumber |
| **JE Reference No** |  |
| **Grade** | Tradesman rate plus up to 10% additional skills allowance plus additional 50% interim operational allowance. |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Corporate Property and Land – Building & Facilities Maintenance |
| **Reporting to** | The post holder will be accountable to the Gas Supervisor. |
| **Location** | Your normal place of work is Meadowfield Depot. However, you may be required to work at any council workplace within County Durham County Council. |
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| **DBS** | The position is subject to DBS Disclosure |
| **Flexitime** | Due to service needs the council’s flexible working policy is not applicable to this post.  The hours worked are 39 per week, 2 of which accrue as up to 12 stand-down days per year, to be taken as directed by management. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

To carry out Gas/plumbing work to client specification and satisfaction

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| **Duties and responsibilities** |

1. The installation, repair, maintenance and servicing of mechanical, plumbing and gas

systems to drawing, specification or as instructed including electrical connections.

1. To work in accordance with the information, instruction and training given and to inform

the Gas Supervisor of any potential safety hazards not adequately controlled.

1. Maintain personal protective equipment to prescribed standards.
2. Complete timesheets and other relevant documentation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Heating Foreman.

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| **Organisational responsibilities** |

Values and Behaviours

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance Management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

Quality assurance (for applicable posts)

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

Management and leadership (for applicable posts)

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

Financial management (for applicable posts)

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * Heating trade apprenticeship up to NVQ Level 3 (or equivalent) * Gas ACS qualifications CCN1, CEN1 , WAT1, CPA1, * Gas Safe registered * Asbestos Awareness | * COCN1 * CENWAT * CIGA1 * CCCN1 |
| Experience | • Previously experience of working in commercial buildings  • Previously employed in a commercial repairs and maintenance environment  • Relevant heating/gas and plumbing experience | • Experience of using PDA wireless  technology/laptops  • Being able to work with no direct  supervision |
| Skills & Knowledge | • Knowledge of health and safety regulations  • Customer care skills  • IT skills  • Good communication skills  Self motivated  Good team worker  Ability to work on own initiative |  |
| Personal Qualities | • Able to work flexibly and under pressure to ensure deadlines are met  • A willingness to undertake further training  • Due to the requirement to drive a County Council vehicle in this role, appointment  will be subject to the production of a valid driving licence for the required category  of vehicle and the satisfactory completion of an in-house Driver Induction  Assessment. |  |