

# Job Profile

## Advanced Plumber

Within Building Services, Enterprise and Environment

<b>Post Title:</b>	<b>Advanced Plumber I526.01</b>
<b>Reports to:</b>	Supervisor
<b>Grade:</b>	Craft TD6
<b>Job Purpose:</b>	To provide all aspects of Plumbing work including maintenance, installations and testing, across the full range of domestic and non-domestic properties, including the larger and more complex installations in non-domestic properties, ensuring that all such works are carried out in a manner that positively contributes to a high quality, responsive and cost effective service which meets Service and customer expectations.
<b>Key Tasks &amp; Responsibilities:</b>	<p><b>N.B. The following describes the broad range of duties and responsibilities but is not an exhaustive listing</b></p> <p>You will be required to work Fife Wide.</p> <p>Duties shall include general maintenance, emergency repairs, external roofing works, drainage works and the more complex new installations of central heating etc to the council's domestic and non-domestic properties.</p> <p>To have flexibility and carry out any "bolt-on skills" work as is required to complete work as defined in Craft Remuneration package and considered as good practice</p> <p>To ensure that all such works are carried out in a manner that positively contributes to a high quality, responsive and cost effective service which meets Service and customer expectations, quality standards (eg Scottish Housing Quality Standards), KPI's and other Service specific or client determined performance indicators.</p> <p>To maintain current and develop new competences and certification/registration required of the post e.g. skills, knowledge, accreditation, qualification/certification, etc e.g. H&amp;S certificates, specific trade accreditation, etc.</p> <p>You shall be expected to train and encourage development of a modern apprentice through various degrees of their apprenticeship.</p> <p>To carry out modifications and alterations to existing pipe work to installations, systems and infrastructures which increase or reduce the size of the original circuits.</p>

To connect new pipe work to mains supply as appropriate, ensuring the integrity and continuity of system on completion.

To fit new components, appliances, etc. to new pipe work, or remove existing components, appliances and make pipe work installations and make safe/watertight as required.

To test all works on completion for operation, effectiveness and supply continuity and integrity in accordance with appropriate industry regulations and good practice

To ensure that all works are carried out and completed in accordance with Industry Standards and Regulations, Health & Safety Regulations, etc.

To carry out periodic inspection and testing on existing gas installations in line with regulations and good practice and complete associated documentation accurately.

To have flexibility and carry out any “bolt-on skills” work as is required to complete work as defined in Craft Remuneration package and considered as good practice

To carry out all preparatory, ancillary, finishing and complementary tasks, associated with the job/task in hand, which contribute to ensuring work is carried out to the expected standards.

To ensure that all such works are carried out in a manner that positively contributes to a high quality, responsive and cost effective service, which meets Service and customer expectations, quality standards (eg Scottish Housing Quality Standards), KPI's and other Service specific or client determined performance indicators.

To maintain current and develop new competences and certification/registration required of the post e.g. skills, knowledge, accreditation, qualification/certification, etc. e.g. H&S certificates, specific trade accreditation, etc.

**General Tasks & Responsibilities:**

**Working Environment**

The post holder will be required to undertake work which includes working outdoors and indoors, regularly in restricted areas i.e. roof attic space/suspended ceilings/under floors, and occasionally in dusty conditions e.g. during down takings.

The applicant must be able to work comfortably at heights and in confined spaces.

### **Physical Effort**

The work will involve walking, standing, bending, stretching, twisting lifting, pulling, carrying, working in a kneeling position, and working with hands above head level. Dependant on work required the job may involve the use of ladder, and/or scaffold systems or access platforms.

### **Supervisory Responsibility**

The post holder may have supervisory responsibility for an apprentice providing instructions, guidance and support to allocated apprentice relative to trade following an agreed apprentice training framework

### **Supervision Received**

Refer to Appendix 1 All Trade Generic Job Activities and Responsibilities

### **Resources**

The post holder will be expected to use available technologies, e.g. hand held computer systems, for the receiving of work instructions, communications with supervisor and other appropriate personnel, and recording of data as defined and required by the Service

The post holder will be responsible for the appropriate and safe application, use, and care of a wide range of resources in the performance of their duties ensuring adherence to safe working practices at all times. These resources are likely to include portable electric and handheld drilling and coring equipment and accessories, pipe benders, nail guns, screwdrivers, cable cutters, etc; diagnostic and testing equipment, scaffold and access systems, mobile elevated work platforms, vehicles and trailers; etc. assigned to them.

The post holder will also use a variety of controlled substances and liquids, e.g. adhesives, sealants, paint, etc. in the performance of their job.

The post holder will be responsible for the provision, maintenance and replacement of personal tools required for the performance of the post holder's trade

To post holder will be expected to ensure compliance at all times with appropriate Health & Safety regulations / requirements appropriate including the wearing and use of PPE clothing and equipment

### **Knowledge**

The post holder will be expected to maintain current, and develop new, competences required of the post

The post holder will be expected to ensure that all works are carried out taking full cognisance of good trade practice and adherence to relevant regulation and legislation eg health and safety / risk assessment compliance, etc so as to avoid injuries,

	<p>damages, delays in work schedules, etc if work not carried out in the correct manner.</p> <p><b><u>Experience</u></b></p> <p>Applicant must be a time served trade's person.</p> <p>Must have served a recognised apprenticeship within the plumbing industry and be in possession of a current SNIJIB Grading Card.</p> <p>The applicant have at least 2 years' experience within the plumbing industry installing central heating, Kitchens, Bathrooms, Maintenance with good problem solving abilities.</p>
<b>Special Conditions:</b>	<b>Insert need for Disclosure Check or Protection of Vulnerable Groups Scheme Membership where applicable</b>

## Person Specification

### Advanced Plumber/Gas Service Engineer

Within Building Services, Enterprise and Environment

Attributes	Essential	Desirable	Assessment
<b>Experience</b>	<p>Time-served Craftsperson as recognised by industry board</p> <p>Minimum of 2 years' experience as a qualified Craftsperson in required trade.</p> <p>Experience of major contract installations, alterations, Maintenance and new build works.</p> <p>Conversant with Gas Safety and Use Regulations</p>	<p>Experience of installations, testing and maintenance of gas systems in Public housing e.g. Local Authority or Housing Association.</p>	<p>Application Interview</p>
<b>Education, Qualifications, Training and Professional Memberships</b>	<p>Hold appropriate qualification(s) as laid down from time to time by the JIB / SNIPEF</p> <p>And</p> <p>ACS gas qualifications: CCN1, CENWAT, HTR1, CKR1, MET2 and CPA1.</p> <p>Full Driving Licence</p>	<p>Be able to adopt the need for improvement.</p> <p>HEATAS qualifications for solid fuel, Solar Thermal, Ground Source Heat Pumps, and Unvented Hot Water</p>	<p>Application Interview Certificates</p>
<b>Skills, Abilities &amp; Knowledge</b>	<p>Ability to carry out assigned work to standard and speed reasonably expected from a qualified Group 4 Craftsperson in specified trade</p> <p>Ability to work on major contracts.</p> <p>Ability to work on own with minimum of supervision in the most effective and economical manner</p>	<p>Ability to demonstrate an understanding of Fife Councils policies and procedures</p> <p>Ability to carry out wide range of works to gas installations, including fault diagnosis and testing, servicing and maintenance work, etc</p>	<p>Application Interview</p>

	<p>Ability to use diagnostic and testing equipment appropriate to role</p> <p>Ability to work from ladders, scaffold systems, access platforms and mobile elevated work platforms</p> <p>Ability to interpret instructions from architects drawings, bills of quantities, work schedules, manufacturer's instruction manuals, etc</p> <p>Ability to set out jobs from drawings and specifications, and requisition the necessary materials, etc.</p> <p>Rational and methodical approach to problem solving</p> <p>Health &amp; Safety awareness and understanding appropriate to role</p> <p>Customer service awareness and focus</p> <p>Ability to carry out all assigned work to a high standard of workmanship, good practice and customer care</p>	<p>Ability to prioritise work and meet deadlines and respond positively when under pressure</p>	
<b>Interpersonal &amp; Communication Skills</b>	<p>Customer care awareness and recognition</p> <p>Customer orientated approach and attitude to role</p> <p>Good communication skills both oral and written</p> <p>Good team worker and team player</p>	<p>Willingness to participate in flexible working arrangements.</p> <p>Willingness to participate in mobile working arrangements</p>	Application Interview
<b>Health &amp; Physical Attributes</b>	<p>Ability to provide a regular and effective service</p>		Pre-employment health screening

<b>How We Work Matters</b>	<a href="#">OD12 How We Work Matters</a> The above document details which behaviours are required for successful performance in the role.	Application Interview
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### **BUILDING SERVICES**

The Council's Building Services provides a 24 hr/365 days a year service to our customers throughout Fife. It undertakes a full range of services from the smallest repair such as renewing a tap washer to major capital projects worth hundreds of thousands of pounds.

### **SERVICE ACTIVITIES**

The Service is structured to deliver repairs and maintenance work from local depots direct to the local communities. In excess of 120,000 responsive, routine, urgent and emergency repairs are carried out throughout the year and 24 hour cover is provided for out-of-hours emergency repairs.

The Service works closely with the Housing Service to bring empty houses up to the letting standard, carry out housing stock improvements, central heating installation, window replacements, gas servicing and major and minor repairs.

The Service also maintains and undertakes contracts work to the Council's non-domestic properties such as schools, care homes, libraries etc. It also undertakes work for Council partners such as Fife Constabulary and the Fire Service.

### **SERVICE DELIVERY**

The Service has 1030 employees across a range of disciplines and has a turnover in excess of £96 million. All trades are represented within the Service and maintaining a trained motivated workforce is essential to the success of the Service. Building Services invests heavily in training and supports an apprentice scheme with an intake of 20 each year which means at any given time there are 80 apprentices being trained for the future. This equates to 10% of the frontline workforce.

### **SERVICE AIMS**

Building Services aims to provide a comprehensive Building Repairs and Maintenance Service which is tuned to the needs of the community. A Service which is joined up and integrated with our partners to provide seamless services to our customers which gets it right first time, values its people, promotes quality and achievement and demonstrate continuous improvement and best value to the people of Fife.