

Job Profile

Advanced Plumber/Gas Service Engineer

Within Building Services, Enterprise and Environment

Post Title:	Advanced Plumber/Gas Service Engineer I525.01
Reports to:	Supervisor
Grade:	Craft TD6
Job Purpose:	To provide all aspects of Gas work including maintenance, installations and testing, across the full range of 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.
Key Tasks & Responsibilities:	<p>N.B. The following describes the broad range of duties and responsibilities but is not an exhaustive listing</p> <p>To carry out gas maintenance and repair work to components, appliances, installations, systems and infrastructure, eg cable/pipe work, including faults caused by damage or other cause, including responsive/emergency repair or renewal work.</p> <p>To investigate, trace, and identify reasons for leaks, faults, interruptions and loss on continuity and integrity to components, appliances, installations, systems and infrastructure using testing and diagnostic tools and equipment as appropriate.</p> <p>To decide on appropriate actions or response to findings from diagnostic and testing of faults, etc., i.e. carry out repair or maintenance required, isolate supply and make safe until repair is carried out, or isolate supply, make safe and condemn, and submit report to supervisor/other as appropriate in accordance with defined procedures.</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> <p>To connect new pipe work to mains supply as appropriate, ensuring the integrity and continuity of system on completion.</p> <p>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.</p> <p>To test all works on completion for operation, effectiveness and supply continuity and integrity in accordance with appropriate industry regulations and good practice</p>

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.

You will be required to participate in an out of hour's standby rota; this will include evenings and weekends.

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.

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

See person specification for Group 4 Craftsperson Gas Service Engineer

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, damages, delays in work schedules, etc if work not carried out in the correct manner.

Experience

See person specification for Group 4 Craftsperson Gas Service Engineer

Special Conditions:

Insert need for Disclosure Check or Protection of Vulnerable Groups Scheme Membership where applicable

Person Specification

Advanced Plumber/Gas Service Engineer

Within Building Services, Enterprise and Environment

Attributes	Essential	Desirable	Assessment
Experience	<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 installations, testing, servicing and maintenance to gas systems to domestic buildings</p> <p>Conversant with Gas Safety and Use Regulations</p>	<p>Experience of installations, testing and maintenance of gas systems in Public housing eg Local Authority or Housing Association.</p> <p>Experience of major contract installations, alterations, and new build works</p>	<p>Application Interview</p>
Education, Qualifications, Training and Professional Memberships	<p>Hold appropriate ACS gas qualifications: CCN1, CENWAT, HTR1, CKR1, MET2 and CPA1.</p> <p>Or</p> <p>such other qualification(s) as laid_down from time to time by the JIB / SNIPEF</p> <p>Full Driving Licence</p>	<p>Be able to adopt the need for improvement within the Gas Section</p> <p>HEATAS qualifications for solid fuel, Solar Thermal, Ground Source Heat Pumps, and Unvented Hot Water</p>	<p>Application Interview Certificates</p>
Skills, Abilities & Knowledge	<p>Ability to carry out wide range of works to gas installations, including fault diagnosis and testing, servicing and maintenance work, etc.</p> <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 own with minimum of supervision in</p>	<p>Ability to demonstrate an understanding of Fife Councils policies and procedures</p> <p>Ability to set out jobs from drawings and specifications, and requisition the necessary materials, etc.</p> <p>Ability to work on major contracts.</p>	<p>Application Interview</p>

	<p>the most effective and economical manner</p> <p>Ability to use diagnostic and testing equipment appropriate to role</p> <p>Ability to prioritise work and meet deadlines and respond positively when under pressure</p> <p>Rational and methodical approach to problem solving</p> <p>Health & 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 interpret instructions from architects drawings, bills of quantities, work schedules, manufacturer's instruction manuals, etc</p> <p>Ability to work from ladders, scaffold systems, access platforms and mobile elevated work platforms.</p>	
Interpersonal & Communication Skills	<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
Health & Physical Attributes	<p>Ability to provide a regular and effective service</p>		Pre-employment health screening
How We Work Matters	<p>OD12 How We Work Matters</p> <p>The above document details which behaviours are required for successful performance in the role.</p>		Application Interview

Directorate Information

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.