

# Job Profile

## HVCA Pipe Fitter Welder

Within Building Services, Enterprise and Environment

<b>Post Title:</b>	<b>HVCA Pipe Fitter Welder I530.01</b>
<b>Reports to:</b>	Supervisor
<b>Grade:</b>	<b>Craft TD6</b>
<b>Job Purpose:</b>	To provide all aspects of Pipe Fitting/welding and Heating Plant installations across a full range of non - domestic properties, hold relevant Engineering Skills Cards (CSCS), ensure that all such works are carried out in a manner that positively contributes to high quality and meets Industry standards and complies with contract drawings/specifications, which are cost effective and meet Service and Customer expectations. Requirement to drive a company vehicle as single trade and multi-trade projects are Fife wide.
<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>To carry out new installation and maintenance works, systems and infrastructure, e.g. plant/pipe work, including survey and reporting works as required 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 non – domestic complex heating and water services systems, and infrastructure using testing and diagnostic tools and equipment as appropriate.</p> <p>To decide on appropriate actions or response to findings further to investigation i.e. carry out repair or maintenance required, isolate supply and make safe until repair is carried out, make safe , and submit report to supervisor/other as appropriate in accordance with defined procedures.</p> <p>To carry out modifications and alterations to existing non - domestic pipe work installations, systems and infrastructures.</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 or existing pipe work, or remove existing components and or appliances and install or modify pipe work installations ensuring they are safe and watertight.</p>

To test all works on completion, effectiveness and maintain 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 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 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 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**

You 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, Plant Rooms and occasionally in dusty conditions e.g. during down takings works.

**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**

You 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**

You may be expected to use available technologies as instructed, 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.

You will be responsible for the appropriate and safe application, use, and care of a wide range of resources in the performance of your duties ensuring adherence to safe working practices at all times. These resources are likely to include portable electric threading machines and handheld drilling and coring equipment and accessories, pipe benders, hand held grinders, pipe crimping machines etc; diagnostic and testing equipment, scaffold and access systems, mobile elevated work platforms, vehicles and trailers; etc. assigned to you.

You will also use a variety of controlled substances and liquids, e.g. adhesives, jointing compound, flux, paint, etc. in the performance of your job.

You will be responsible for the provision, safe keeping, maintenance of personal tools required for the performance of the post holder's trade.

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

### **Knowledge**

See person specification for HVCA Pipe Fitter Welder

You will be expected to maintain current, and develop new, competences required of the post.

You will be expected to ensure that all works are carried out taking full cognisance of good trade practice, adherence to relevant regulation and legislation e.g. health and safety / risk assessment compliance, etc so as to avoid injuries, damages, delays in work schedules/programmes.

### **Experience**

See person specification for HVCA Pipefitter Welder

## Person Specification

### HVCA Pipe Fitter Welder, Enterprise and Environment

Within Building Services, Enterprise and Environment

Attributes	Essential	Desirable	Assessment
<b>Experience</b>	<p>HVCA Time-served Engineer as recognised by industry board (B&amp;ES formerly HVCA)</p> <p>Relevant post apprenticeship experience as a qualified Craftsperson in required trade.</p> <p>Moderate experience of Fitting Mild Steel Pipe work installations, Welding, testing systems in non - domestic buildings.</p> <p>Gas/arc welding to TR5 Code of practice.</p>	<p>Experience of complex heating and water services installations in non – domestic properties.</p> <p>Experience of major contract installations, alterations, and new build works.</p> <p>Conversant with Gas Safety and Use Regulations</p> <p>COCNPI LS - Commercial Core Limited Scope</p>	<p>Application Interview</p> <p>Engineering skill card.</p>
<b>Education, Qualifications, Training and Professional Memberships</b>	<p>Hold SVQ MES Heating and Ventilation (Industrial and Commercial) Level 3 or City &amp; Guilds equivalent.</p> <p>Such other qualification(s) as laid down from time to time by the Building and Engineering Services Association.</p> <p>Full Driving Licence</p>	<p>ACS Commercial Gas.</p> <p>Brazing/solder of large copper pipe installations.</p> <p>Be able to adopt the need for improvement within the Mechanical Services Section.</p> <p>Unvented Hot Water</p> <p>Water Bylaws</p>	<p>Application Interview</p> <p>Certificates</p>
<b>Skills, Abilities &amp; Knowledge</b>	<p>Install systems including hot water heating and cold water services, chilled water, warm air heating and heating appliances in industrial and commercial buildings.</p> <p>Ability to set out jobs from drawings and</p>	<p>Ability to demonstrate an understanding of Fife Councils policies and procedures</p> <p>Ability to work on major contracts.</p>	<p>Application Interview</p>

	<p>specifications, and requisition the necessary materials, etc.</p> <p>Ability to carry out assigned work to standard and speed reasonably expected from a qualified HVCA fitter/welder in specified trade</p> <p>Ability to work on own with minimum of supervision in 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 and install plant as per manufacturer's instruction manuals etc.</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 interpret instructions from contract drawings, bills of quantities, work schedules and programmes. Install plant as per manufacturer's instruction manuals, etc.</p> <p>Ability to work from ladders, scaffold systems, access platforms and mobile elevated work platforms.</p>	
<p><b>Interpersonal &amp; Communication Skills</b></p>	<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>Application Interview</p>

<b>Health &amp; Physical Attributes</b>	Ability to provide a regular and effective service		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

### **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.