

Created	March 2018
Updated	March 2018
Issued	



## **Plymouth Community Homes**

### **JOB DESCRIPTION**

**JOB TITLE:** Apprentice Gas Engineer

**RESPONSIBLE TO:** Gas and Plumbing Operations Manager

**LOCATION:** Within the company's operational area

### **SUMMARY OF ROLE**

Reporting to the Gas Servicing supervisor, working alongside gas operatives carrying out a wide variety of responsive & planned Gas Servicing repairs and maintenance within the Gas and Plumbing section.

### **KEY TASKS**

1. To carry out a wide range of high quality repairs to domestic dwellings predominately developing gas engineering skills with a view to developing other trade skills.
2. Attend Focus Training and complete the learning agreement required for successful completion of a work based gas engineering apprenticeship.
3. Responsible for keeping work area tidy and free from waste materials.
4. Ensure the property is left in a clean and tidy condition.
5. Observe all relevant health and safety regulations and Plymouth Community Homes policies.
6. To attend meetings, training sessions and conferences as required.

The post holder must also undertake other duties, appropriate to the grading of the post, as required.

**Plymouth Community Homes**  
**PERSON SPECIFICATION**  
**Apprentice Gas Engineer**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Experience</b>		Work experience in a construction environment
<b>Knowledge</b>		Awareness of health and safety issues associated with the construction industry.
<b>Skills / Abilities</b>	<p>Good interpersonal skills and communication skills.</p> <p>Flexibility to work outside normal hours on occasions to assist with emergencies if required</p> <p>Ability to work in different weather conditions.</p> <p>Ability to keep working areas tidy.</p> <p>Ability to develop and maintain good relationships with colleagues, Trade Unions, staff and other organisations.</p> <p>Ability to work within Corporate Policies.</p>	Awareness of Equal Opportunities.
<b>Qualifications</b>	Pass the college entrance skills test	<p>Maths &amp; English GCSE's or equivalent to Grade C or above</p> <p>To have a full driving licence by the end of the apprenticeship</p>
<b>Physical Requirements</b>	<p>Ability to undertake manual handling activities</p> <p>Ability to work in confined spaces, climb scaffolding and ladders and access various sites.</p>	Ability to use/maintain hand tools

**Note:** PCH is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties, of its jobs.

## **GENERAL RESPONSIBILITIES**

### **1. Confidentiality**

The post holder must maintain confidentiality of information about staff and residents and Plymouth Community Homes and Plymouth Community Homes Manufacturing Services Ltd (hereinafter referred to as PCH) business and be aware of the Data Protection Act 1998.

### **2. Standards of Business Conduct**

PCH expect all employees to maintain the highest standards of personal and business conduct at all times. The handbook sets out the PCH expectations under sections: Code of Conduct and Declaration of Interests, copies are available from the Human Resources Department at Plumer House.

### **3. Health & Safety**

The post holder should be aware of the responsibility placed on employees under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment.

### **4. Equality & Diversity**

PCH is opposed to direct and indirect discrimination and aims to promote equal opportunities. Any employee of PCH is required to treat all colleagues, customers, stakeholders and partners equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

All employees must abide by these principles and comply with PCH policies and strategies in support of these principles which may be issued from time to time by PCH.

### **5. Training and Development**

To attend appropriate training courses and supervision meetings as required.

### **6. Communication**

To attend staff and team meetings.

### **7. Risk Management**

Consider and follow the PCH Risk Management processes when participating in service planning and delivery.

## **PURPOSE OF A JOB DESCRIPTION**

This is a description of the job as it is presently constituted. Job descriptions are reviewed and updated when considered necessary to reflect any changes to the job being done and to incorporate changes. Employees will be consulted on any changes in their job description in a meeting with their line manager. If agreement is not possible PCH reserves the right to insist on changes by adding to, taking away or substituting duties; provided that in doing so we do not change the fundamental nature of the post.