

<b>Job title:</b>	<b>Gas Engineer - Service, Repair and Install</b>
<b>Directorate:</b>	<b>Commercial Services</b>
<b>Job code:</b>	<b>6011</b>

### Purpose of job

The Gas Engineer is responsible for the delivery of gas servicing, repairs and installations to the Abri Group's housing stock undertaking all work in accordance with Gas Safe legislation.

### Key duties and responsibilities

- Carry out gas servicing, repairs and installations to the Group properties in an efficient and effective manner, ensuring that all activities are carried out in accordance with relevant policies and legislation.
- Achieve quality and quantity in carrying out all work, applying relevant skills and knowledge in ensuring safety and ensure compliance with Technical Services Health & Safety policies and statutory legislation.
- Complete all works within approved timescales, advising the relevant Planners / Service Manager of any issues requiring alteration to the agreed schedules.
- Use electronic equipment to provide work updates and issue electronic Landlords Gas Safety Certification.
- Cover out of hours emergency call outs in accordance with the departmental rota as required.
- Maintain up-to-date knowledge on legislation and policy changes related to the gas environment, including Technical Bulletins.
- Engage in regular 'tool box' chats, identify any training needs and actively participating in the annual appraisal process.
- Ensure all works are completed in the most cost-effective manner, identify and pre-order materials from the stores when necessary ensuring that the customer is advised of the order progress.
- Ensure all delivery notes / invoices / Barclaycard statements are collated and handed in weekly.
- Manage individual workload, ensuring works are completed in order of priority and liaising directly with your line manager informing them of progress and any failure to complete works on time.
- Where customers fail to meet appointments, complete and leave a calling card at the property and record this on the PDA.
- Engage with all customers and colleagues in accordance with the Groups Code of Conduct.
- Ensure the provided vehicle is kept clean and that all safety checks are under taken and recorded on a weekly basis.
- Provide technical advice, support or guidance to colleagues and other trades within Abri group to enable them to carry out their duties.

- Be familiar with responsibilities under the group's Health and Safety policies and procedures, adhere and work in accordance with them at all times. Support the Group's values and strategic objectives within the context of the duties of the post.
- Undertake any other duties commensurate with this position.

#### **Knowledge, skills and experience required**

- Holder of the following current Professional Qualifications as a minimum: CCN1, CEN1, CKR1, HTR1, CPA1, Unvented systems.
- Proven experience of working as a gas engineer in within the industry.
- Proof of no prohibition notices, pending or historic being logged with the HSE and Gas Safe in regard to previous employment.
- Valid driving licence which is compliant with the requirements of Abri insurance policy.
- Demonstrates our Values and Behaviours.