

## Job Description

<b>POST TITLE:</b>	Gas Engineer Apprentice
<b>QUALIFICATION:</b>	Gas Engineering
<b>LEVEL:</b>	3
<b>DIRECTORATE:</b>	Neighbourhoods and Housing
<b>SECTION:</b>	Building Maintenance
<b>GRADE:</b>	Starting salary £17,785 - £19,146
<b>LOCATION:</b>	Within London Borough of Hackney
<b>RESPONSIBLE TO:</b>	Gas Supervisor
<b>RESPONSIBLE FOR:</b>	None
<b>NOTES:</b>	Must be willing to work anywhere inside or outside of the borough.

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### PURPOSE OF THE APPRENTICESHIP

- To learn and develop practical experience, drawing on knowledge acquired through vocational study and on the job training.
- To train the apprentice to be able to perform highly, both independently and as part of the team.
- To support the apprentice to develop a full understanding of the work of the team, a good knowledge of the wider organisation and a strong understanding of local government generally.
- To provide the necessary technical skills, via training and study towards a recognised qualification, delivered by a partner training organisation. You will be spending approximately 20% of the working week devoted to this.
- If the apprentice performs well over the programme, and they are interested, they will be supported to apply for future roles in the council, subject to availability.  
If there are no appropriate vacancies within the council, the apprentice will be given guidance and support to identify and apply for positions in external organisations.
- On completion of your apprenticeship programme, you should be able to demonstrate the knowledge, skills and attitudes listed below.

## **ABOUT THE ROLE:**

This is an apprenticeship within Building Maintenance

On a daily basis, the team visit Hackney Council properties to carry out general repairs and adaptations. The apprentice in this role will be providing an effective repairs/maintenance service for Hackney homes to service, repair, maintain and install gas appliances. You will also learn to carry out a wide range of gas jobs and other associated works in accordance with contract requirements and The Gas Safety (Installation & Use) Regulations 1998.

Gas engineering involves the safe installation, commission, decommission and the ongoing service and repair of gas appliances in a domestic environment. Apprentices will learn to work with central heating boilers, gas fires, space heaters, cookers, meters and unvented hot water systems. They will also learn how installations and appliances work, along with energy efficiency regulations.

## **MAIN DUTIES AND RESPONSIBILITIES:**

1. Carry out the gas servicing of appliances in line with the annual Gas Servicing Programme.
2. Learn to repair/maintain and fault diagnosis gas appliances and central heating systems, carry out repairs to traditional and modern boilers. Repair/renewal to central heating systems e.g. circulation pumps, motorised valves, radiators, alterations to pipe work. Also drain down and recommission system to carry out repairs.
3. Learn to install a modern boiler, warm plan, balanced flue wall heater and carry out power flush to a central heating system.
4. Carry out the replacement of immersion heaters/element and central heating controls.
5. Make good to holes in brickwork after the removal/renewal of an appliance and carry out repair to area of surface disturbed during works.
6. Work at heights from a temporary access e.g. scaffolding, ladders, mobile tower and erect temporary work platforms.
7. To carry out works with minimum disruption to the service users and ensure the premises are left clean and tidy.
8. Undertake any other general duties/associated works relevant to the post required.
9. Carry out all work instructions allocated in a timely manner, in the order identified and to an acceptable quality standard. Carefully record all works undertaken and resources used and complete all daily work records. To carry out the accurate completion of landlords certificate and any other legal certification required.
10. Undertake daily routine safety and maintenance checks ensuring that vehicles, machinery and equipment used is well maintained, kept clean and not exposed to the risk of damage or loss/theft. Complete all documentation and report defects in accordance with procedures.
11. Be responsible for and be contactable by mobile phone supplied by Hackney Council. Be well presented in Hackney Council' uniform ensuring the uniform is clean and well maintained and carry Hackney Council I.D, to be displayed on request.

## Person Specification

### ELIGIBILITY:

**Age:** 16+

There is no upper age limit for our apprenticeships, but we encourage applications from 16-24 year olds, particularly for our Level 2 and 3 apprenticeships.

**Residency:** Hackney resident OR Hackney school leaver OR young person who is receiving Hackney leaving care services.

**Education:** To achieve this Apprenticeship qualification, you

1) **MUST** already hold a level 2 in plumbing

2) **AND** you will either:

Already hold at least a Level 2 (or GCSE A\*-C / 4-9) in Maths and English  
OR

Be able to achieve Maths and English during your apprenticeship training.

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### ABOUT YOU:

#### **Skills and Attributes:**

- Excellent and polite communication skills both written and verbal. Can follow instructions. Able to record information about job outputs using IT.
- Organised: Comes in on time and delivers projects on time with attention to detail. Good time management skills; ability to prioritise sensibly and to manage competing demands and deadlines. Able to use own initiative.
- Adaptable and flexible: embraces change and adapts successfully to changing situations and environments. Will ask questions when needed.
- Analytical: Draws conclusions that are sensible given the information available. Understands graphs and charts. Has the ability to follow drawings and plans. Good numeracy skills for calculating quantities. Ability to consider problems carefully and offer creative solutions. Good practical skills with a careful and methodical approach to work.
- Able to work from heights and follow safety instructions. The ability to erect a temporary platform to carry out work from following appropriate Health and Safety. To work in confined spaces, with noise and dust etc. while wearing the correct PPE.

## **Knowledge**

- Basic understanding of the role of a local Authority.
- Basic knowledge of the chosen trade and a firm commitment to training.
- Basic knowledge of the potential hazards when working in the construction industry and the importance of Health & Safety rules.

## **Attitudes**

- To be prepared to attend training sessions regularly and be willing to complete the required academic and practical training programme in a timely manner which will lead to the successful completion of the apprenticeship qualifications.
- The desire to work in a fast-paced environment.
- Flexible team player. Ability to work well in a group. Aware of the strengths of others and works to meet the needs of the group as a whole
- Commitment to Hackney's core vision and values.
- Passionate: Believes in the work of the Council and wants to make a difference to the borough and its people.
- Adaptable and Flexible: Embraces change, and adapts successfully to changing situations & environments. Can learn from things that don't go well and adapt.
- Honesty and Integrity
- Hardworking, motivated and resilient.
- Commitment to a culture of learning, development and empowerment across the organisation. Willingness to try new things
- Wholehearted commitment to the principle of achieving equality of opportunity and celebrating diversity.

***NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.***