

Job Description

Post title	Trade Apprentice - Electrician	Post ref	AHR5080
Department	Housing Operations		

Overall job purpose

Are you passionate about a career in Electrical Installation? Would you like an apprenticeship that offers varied work every day in your local community? If the answer is yes then why not consider working for Ashfield District Council?

The successful candidate will assist in carrying out high quality repairs and maintenance works within the Ashfield District to homes and property owned by the Authority. You will deliver high levels of customer service every day in the job role, representing the Council positively. This is a fantastic opportunity for a keen and hardworking apprentice to join the team and develop their own skills and knowledge to a higher level.

The apprenticeship (Installation and Maintenance Electrician) will be delivered by West Nottinghamshire College and you will attend day release at the Station Park college site in Sutton-in-Ashfield. The duration of the apprenticeship is 48 months with up to 6 months for End Point Assessment.

Interviews will be held at the Northern Depot, Ashfield District Council, on Wednesday 13th August.

Reporting relationships

Reports to:	Principal Officer – Support Services / Trade Senior Repairs Technician
Responsible for:	N/A

Key tasks and responsibilities – post specific

To learn the skills of the relevant trade and to attend college, as required, whilst also gathering the required evidence in a timely manner to achieve the trade qualification.

Report any repairs, maintenance, health and safety hazards, customer enquiries, breaches of tenancy, safeguarding or vulnerability that are identified during day-to-day activities.

Work in accordance with all relevant Policies, Procedures and Legislation.

Effectively communicate in a customer care environment including introducing yourself to customers, explaining your role and ensuring satisfaction upon completion of service delivery. To develop and maintain good working relationships with tenants, leaseholders, residents, and service users to actively promote the provision of high-quality services.

Complete any required written or electronic documentation and records including time monitoring to enable the accurate calculation of costs, salary, and property information.

Utilise personal communication and protection equipment effectively and responsibly including the Company's Vehicle Tracking and Communication system.

Assist in carrying out all types of repairs and maintenance work in a multi-skilled environment allied to the relevant trade discipline in both tenanted and void properties.
Attend repairs and maintenance appointments on time and complete works on the first occasion, in one visit and within target times.
Responsibility for the safe use, security and condition of the Authority's tools, equipment, materials, and fleet vehicles.
Minimise disruption, mess and dust to the customer's home and possessions and leave in a clean and tidy condition using cleaning materials and equipment as necessary.
Removal or make arrangements for the removal of waste/debris on a daily basis and upon the completion of any works.
To be flexible and complete all reasonable requests considered commensurate with the role.

Key tasks and responsibilities – corporate
Operate according to the Council's corporate values and codes of behaviour.
Ensure at all times, all Health & Safety legislation requirements are met and that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered, and other risk management activities effectively implemented and monitored.
Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.
Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.
Comply with all relevant Council policies and procedures including financial regulations, code of conduct, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures and undertake relevant training and development as required and respond positively to new and alternative ways of working.
Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.
Engage with digital models of service delivery and support the implementation of digital working methods.
Manage and / or use resources in ways that ensure value for money and supporting the commercialism agenda.
Demonstrate a commitment to the delivery of excellent service for all customers and service users.
Work effectively with all departments of the Council to ensure the delivery of quality services.

Employee signature			
<i>This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.</i>			
Employee signature:		Date:	