



Multi-Skilled Operative Apprentice

LEVEL:	Apprentice AP1
ACCOUNTABLE TO:	Property Services Team Leader
SALARY:	£8.81/hr - £17,000 per annum
LOCATION:	Totnes Depot
CONTRACT:	24 Month Fixed Term Contract

Job Purpose

Multi-Skilled Apprentices will work alongside experienced Property Services maintenance operatives to inspect and repair the council's assets. The work includes varied aspects of maintenance both internal and external so the individual needs to be flexible and happy working within all conditions. Types of work and skills which will be developed include understanding the mechanism of buildings, electrical, plumbing, plant, safety systems and equipment. They will learn how to provide a timely response to maintenance issues whilst maximising quality and ensuring cost effectiveness.

In addition to the training provided within the workplace, apprentices will attend a local College on a day release basis to support with the knowledge and practical elements of the apprenticeship. L1 Functional Skills English and Maths will also be a requirement for those who do not have the required grades.

Role Profile

- Commit to doing the work required for your apprenticeship: this includes attending training and working with support to produce evidence of the skills and knowledge you require to complete your apprenticeship.
- To work, under instruction and supervision, as part of a team to deliver an efficient, effective and quality service within the Property Services Team.
- Learn how to carry out and assist in the property maintenance duties working under instruction of the Operations Supervisor, Chargehand or Team Leader including but not limited to the following:
- Learn how to carry out repairs to the fabric of a building, for example repair to walls, doors, doorframes, skirting boards, or plaster damage to internal walls.
- Learn how to carry out repairs within playparks, public buildings, carparks, public toilets and watercourses.
- Learn how to understand and maintain plumbing and drainage systems, for example repairs to WC systems, leaking taps or water testing and unblocking drains.
- Learn how to maintain high levels of water hygiene within a building,



- Learn how to understand and maintain electrical distribution, safe repair of electrical installation to legal requirements, for example replacing damaged sockets, plugs, lighting, and fuses.
- Learn how to understand and maintain plant, safety systems and equipment.
- Learn how to demonstrate and implement energy, environment, and sustainable practices.
- Learn how to understand and maintain grounds and external fabrication of a building, such as drainage and guttering.
- Learn how to understand and demonstrate the safe use of hand tools, for example screwdrivers, power drills, pliers, paper strippers and a variety of other tools used in plumbing and carpentry.
- Learn how to demonstrate and understand the importance of the control of resources and stock.
- Learn how to understand and demonstrate the principles of Planned Preventative Maintenance.
- Learn how to understand how to prepare for refurbishment or deep clean of equipment and surfaces.
- Learn how to carry out repairs and reactive maintenance.
- Learn how to carry out general labour duties working under instructions from the Operations Supervisor, Chargehand or Team Leader including but not limited to loading/ unloading equipment and materials.
- Learn how to operate all machinery, tools, and equipment in a safe and appropriate manner in accordance with the manufacturer's recommendations and Council policy, ensuring that these are kept clean, secure, and serviceable at all times.
- Learn how to maintain accurate records including timesheets, work confirmations, machinery defect reports and incident forms.
- Learn how to carry out all works in line with instructed specifications and standards and by using good carpentry, electrical, plumbing, and decorating practices.
- Learn how to ensure that work is carried out in line with safe working practices with due regard to the safety of members of the public, colleagues, and yourself.
- Learn how to represent the Council and work with members of the public and community groups in a courteous and professional manner.

Once training in all of the skills for the role has been completed, there will be a requirement for the postholder to continue to carry out the duties of the role unsupervised.

Person Specification

Qualifications

Essential

Desirable



	English and Maths GCSE – Grade C/4 or above.
	Working towards a carpentry, electrical, plumbing, or decorating qualification, or have a keen interest in this area.
	Full UK Driving licence.

Skills / Abilities

Essential	Desirable
An enthusiasm for practical work and learning new skills both on the job and at college.	Understand building maintenance, related issues, and legislation.
Self-motivated with a desire to succeed.	Understand the issues surrounding local government.
A hands on approach to work and the ability to work as part of a team.	
Good timekeeping skills and able to prioritise time effectively.	
Ability to deliver work to an agreed standard and to work to deadlines.	
Ability to build effective working relationships.	
Experience of utilising communication skills, ability to communicate effectively both verbally and in writing.	
Aptitude to learn from others and follow a structured learning programme.	
Ability to work outdoors in all weathers, sometimes in exposed sites.	
Foundational IT Skills, including Outlook and MS Teams.	
Dedicated to safe working practices.	



General / Other

Essential	Desirable
This role includes working both indoors and outdoors, in all weathers and in the public domain. The work can be very physical and may require working outside of standard hours of work in the case of emergencies.	
Willingness to learn and commitment to undertaking training and development required to complete the Property Maintenance apprenticeship.	

General

The list is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equalities, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination and harassment.

Staff Code of Conduct

The public, our communities, customers and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district