

Job Description

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

Overall job purpose

Assist in carrying out high quality repairs and maintenance works and deliver high levels of customer service whilst carrying out works to homes and property owned by the Authority.
 To attend college, as required, and complete the work associated with the completion of the Trade qualification in a timely manner.

Reporting relationships

Reports to:	Trade Senior Repairs Technician / Principal Officer – Operational Support
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.

Accurately complete required college documentation, coursework, and workplace logs to specified deadlines, attending regular progress reviews with the apprentice advisor

Communicate clearly and professionally with customers. Build and maintain positive relationships with tenants, leaseholders, residents, and service users to support the delivery of high-quality services.

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.

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

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

Maintain, clean, and verify the safety of all allocated transport, tools, and calibrated testing equipment, reporting any defects or servicing needs immediately.

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.

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:	