



Job Description

Post title	Apprentice – Electrician	Grade	
Department	Responsive & Voids – Vale Road depot	Post ref	

Overall job purpose

Working under the direct supervision of qualified Electricians and mentors, you will carry out electrical installation, maintenance, testing, and diagnostic work across Council-owned, tenanted, and void properties.

Reporting relationships

Reports to: Electrical Supervisor

Responsible for: N/A

Key tasks and responsibilities – post specific

Undertake on-site training to develop practical skills across all aspects of domestic power, lighting, heating systems, and occasional commercial or communal lighting schemes.

Assist with installing and altering electrical fixtures, fittings, wiring systems, containment, and smart systems (such as domestic heating controls and fire/smoke alarms).

Assist in diagnosing and repairing electrical faults, replacing defective components (fuses, elements, circuits), and using standard testing equipment to verify system safety.

Learn to read, interpret, and work accurately from circuit drawings, specifications, technical diagrams, and calculations.

Assist with electrical planned preventative maintenance (PPM) works, periodic testing, and inspection regimes to ensure full statutory compliance.

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 within the customer's home, ensuring properties are left in a clean, tidy, and safe condition at the end of each day.

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

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure that at all times all Health & Safety legislative requirements are met; 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 are 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 code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.
Adhere to relevant working practices, methods and procedures including undertaking 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 support 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.
Actively promote public sector apprenticeships by participating in occasional trade demonstrations, local school or college workshops, and diversity network initiatives (e.g., Women in Construction).

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<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 many 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:	