



Job Description

Post title	Apprentice – Gas & Plumbing Engineer	Grade	
Department	Responsive & Voids – Vale Road depot	Post ref	

Overall job purpose

Working under the direct supervision of qualified Plumbers, Gas Engineers, and mentors, you will carry out installation, planned preventative maintenance, adaptations, and reactive repair work across Council-owned, tenanted, and void properties. You will identify underlying issues, apply solutions to remedy defects, and deliver outstanding customer care).

Reporting relationships

Reports to: Gas Supervisor

Responsible for: N/A

Key tasks and responsibilities – post specific

Undertake on-site training alongside a qualified engineer to install, repair, service, and maintain domestic heating systems, hot/cold water systems, central heating, above-ground drainage, and rainwater systems.

Assist with accurate measuring, marking, cutting, bending, and jointing of metallic and non-metallic pipework and fittings.

Develop the technical knowledge to support the team with boiler servicing, appliance maintenance, plant room improvements, water heaters, and commercial gas appliances.

Understand support, installation and maintenance of green environmental technologies, including heat pumps, solar thermal systems, biomass boilers, and water recycling setups.

Assist the team with planned preventative maintenance (PPM) schedules, gas safety compliance checks, and reactive repairs within set timeframes to meet statutory requirements.

Carry out general plumbing duties and alterations to pipework while learning to identify, manage, and mitigate legionella and asbestos risks.

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

Maintain, clean, and verify the safety of any allocated transport, tools, uniform, and personal protective equipment (PPE) supplied by the council.

Minimise disruption, mess, and dust to the customer's home, ensuring all properties are left in a clean, tidy, and safe condition upon completion of works.

Proactively manage and load coursework, assignments, and evidence logs onto college monitoring platforms (e.g., Smart Assessor) within designated deadlines.

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).

Employee signature

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.

Employee signature:**Date:**