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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| **JOB TITLE****:** Apprentice Plumber | | | | | **POST NUMBER:** | | |
| **REPORTS TO (Job Title):** | | | | | Supervisor | | |
| **DEPARTMENT: Building Services** | | | | | **GRADE:** Apprentice | | |
| **JE REF:** | | |  | | **DATE REVIEWED:** | 31 May 2022 | |
| **1.** | MAIN PURPOSE OF JOB To contribute towards the provision of an efficient and effective service in maintaining/repairing and undertaking fault diagnosis to plumbing systems in domestic and commercial properties within the York area, through the training, knowledge and skills development acquired throughout the period of employment | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  | i | To assist and gain experience in all plumbing repairs, new installations and fault diagnostics working on a wide range of domestic and commercial plumbing systems. | | | | | |
|  | ii | To assist and gain experience of new plumbing installation work, and or existing plumbing system pipework re-configuration. | | | | | |
|  | iii | To assist and gain experience in rectifying poor plumbing installations and performance, | | | | | |
|  | iv | To assist and gain experience to accurately assess jobs, requisition of materials, taking all necessary measurements, information and collecting materials. | | | | | |
|  | v | To assist and gain experience in the use of electrical equipment such as power tools, and other associated tools. | | | | | |
| **3.** | SUPERVISION / MANAGEMENT OF PEOPLE No. reporting - Direct: 0 Indirect: 0 | | | | | | |
| **4.** | CREATIVITY & INNOVATION  * Subject to close supervision, established procedures, practices and daily routines, the jobholder has the ability to suggest a better working practice and to implement it with the mutual agreement of the supervisor and the rest of the team and to develop their knowledge and experience. * Use initiative in looking for short or long term solutions * As part of regular reviews, to use experience to make suggestions for improved procedures. | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**   * **Internal** Regular contact with supervisor and colleagues concerning for example working on specific jobs and learning future tasks and making suggestions for service improvement * **External** Contact with visitors, suppliers and customers on routine operational matters, relating specific issues and obtaining additional knowledge and skills to improve on future matters | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**   * Follows and assists with daily tasks referring any unusual matters to the supervisor/team leader, as and when necessary. * Makes decisions from an established range of alternatives eg; advising on remedial work to meet client/customer’s needs * Judgements involving straightforward, job related facts or situations * Can suggest modifications/variations to practices * The work that the jobholder undertakes has an impact on the internal efficiency of the operations of the department and the service it provides to its customers | | | | | | |
| **7.** | RESOURCES – financial & equipment *(Not budget, and not including desktop equipment.)*    Description Value   * Tools & Equipment £ 400 * Personal Protective Equipment £ 100 | | | | | | |
|  | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work demands  * The jobholder has a set diary for appointments and tasks, but the order is subject to change * The jobholder must be able to work independently within the team or as part of a team, and be in control of their workload. * Some work is to planned deadlines, others due to urgent demands such as attending emergency works at local authority properties  Physical demands  * The jobholder is expected to climb ladders, work at height, work under floors and spend most of the day standing, kneeling, walking and occasionally lifting * The jobholder will occasionally be required to work at height with the use of specialist access equipment eg; scaffolding, ladders and mobile platforms.  Working conditions  * The jobholder is required to work in various conditions such as dirty or empty properties which may have no heating and on occasions, no natural light. * The jobholder will be required to work outside in all weather conditions  Work Context  * The jobholder will spend the majority of their time working under supervision in occupied properties where they may occasionally be at risk of verbal abuse/aggressive behaviour from occupants. * The jobholder will be required to work within procedures set out in the safety method statements and work with a “duty of care” to other employees, customers and the general public ensuring relevant health and safety legislation is met | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**   * You must have achieved a grade 3 or above in both English and Maths for this apprenticeship. * Awareness of health and safety legislation regarding gas and electrical controls and the general building industry * Sound oral and written communication skills * Computer literate, competent in the use of Council computer packages and numerate * Must be able to absorb new information and procedures quickly * Must have good interpersonal skills * Must be able to work accurately and to deadlines * Ability to work as part of a team   **Ability to converse and provide advice and guidance to members of the public, in spoken English, to Common European Framework of Reference for Languages (CEFR) - level B1** - Threshold or intermediate - Can exploit a wide range of simple language flexibly to express much of what he/she wants **or** Can keep going comprehensibly, even though pausing for grammatical and lexical planning and repair is very evident, especially in longer stretches of free production  This post requires the post holder to undertake an enhanced – child workforce (with barred list check) criminal record check via the Disclosure and Barring Service. | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Job reports to:  Supervisor  This Job:  Apprentice – Plumber  Other jobs at this level;  Apprentice, Plasterer, Joiner, Plumber, Electrician  Jobs reporting up to this one:  None | | | | | | |