

Northumberland County Council
JOB DESCRIPTION

Post Title: Installation and Maintenance Electrician Apprentice		Directorate/Service: Local Services – Housing	Office Use
Band: National Apprenticeship Pay Framework			JE ref:
Responsible to: Team Leader		Workplace: Various	HRMS ref:
Job Purpose: This opportunity provides experience to work whilst you learn and develop key skills that will be valuable throughout your career. Your responsibilities as an Apprentice include: <ul style="list-style-type: none">To undertake full, rewire installation, repairs and the servicing of electrical installations in the Council’s housing stock, public buildings and other premises to a high quality in accordance with any predetermined specification, time-scale or appointment.			
Resources			
Staff	None		
Finance	None		
Physical	Some work of a physical nature which may involve lifting & moving equipment, working at heights and working in confined spaces		
Clients	General dealings with the public and clients of the Council.		
<p>Duties and key result areas: Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. You will complete apprenticeship training to enable you to develop into the below responsibilities:</p> <ol style="list-style-type: none">Undergo apprenticeship training both on and off the job, as required to maintain a high competency level in the area of electrical contracting and management of electrical safety.Use engineering knowledge and understanding to apply their technical and practical skills. They will contribute to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems or services. Electricians must:Where required conduct risk assessments to ensure high levels of good practice and health and safety are maintained and updated in line with industry standardsUnderstand and apply the principles, practices and legislation for the termination and connection of conductors, cables and cords in electrical systemsUnderstand and apply the practices and procedures for the preparation and installation of wiring systems and electrotechnical equipment in buildings, structures and the environment.Understand and apply the principles, practices and legislation for the inspection, testing, commissioning and certification of electrotechnical systems and equipment in buildings, structures and the environment.Understand and apply the principles, practices and legislation for diagnosing and correcting electrical faults in electrotechnical systems and equipment in buildings, structures and the environmentUnderstand and apply the electrical principles associated with the design, building, installation and maintenance of electrical equipment and systemsOversee and organise the work environment.Undertake installations, repairs and servicing to the highest standard in accordance with work requests and predetermined specifications to a wide range of fixtures and fittings.Fault finding, testing, and the removal or adjustment of existing fittings, fixtures and parts, cleaning, re-assembly, installation of new fittings and fixtures. This will include the following fittings and fixtures: light fittings sockets and wiring circuits, smoke alarms, electric pumps, electric cooking appliances, central heating programmers, electronic heating and hot water controls, fuse boards including Micro Circuit Breakers (MCB) and residual current devices (RCD), room and hot water thermostats, fans, electric showers, erection and working from portable scaffold, dri-master anti-condensation units, installation and maintenance of external lighting, green energy appliances such as heat pumps, portable electric appliance testing (training and equipment will be provided) -This list is not exhaustive.Training to supplementary skills will be provided for multi-skilled tasks linked with your main trade to make good any ancillary works (e.g. minor plastering/joinery/tiling/ decorating/ plumbing).			

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Physical requirements:	Working in a range of positions, sometimes in tight spaces with the need to carry tools, equipment and materials.
Transport requirements:	Daily travel to various locations within the county
Working patterns:	37 hours per week. Fixed hours. Evening and weekend work – standby rota.
Working conditions:	Working in tenant's homes, empty houses and other public buildings as required.

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PERSON SPECIFICATION

Post Title: Installation and Maintenance Electrician Apprentice	Director/Service: Local Services - Housing	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
<ul style="list-style-type: none"> A good general education demonstrating numeracy and literacy. An initial assessment may be carried out <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>	<ul style="list-style-type: none"> Grade 4 (C GCSE Maths & English (or equivalent; Level 2 Functional Skills) AS/A Levels 	Application Interview
Experience		
<ul style="list-style-type: none"> No previous experience required 	<ul style="list-style-type: none"> Experience working in a similar role or working for a local authority 	Application Interview
Skills and competencies		
<ul style="list-style-type: none"> Willingness to undertake other multi-skilling duties within construction requiring skills such as tiling, plaster repair and minor plumbing works. Good organisational, problem solving and planning skills Communication and interpersonal skills Ability to be flexible 	<ul style="list-style-type: none"> Customer care skills Team working, or can demonstrate working in teams 	Application Interview
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Working in a range of positions, sometimes in tight spaces with the need to carry tools, equipment and materials. Regular periods of concentrated mental attention and tight deadlines Regular contact with tenants working in their homes may result in some emotional demands Some exposure to disagreeable and unpleasant conditions 		Application Interview
Personal attributes		
<ul style="list-style-type: none"> Motivation Willingness to work Reliable, good time keeping 	<ul style="list-style-type: none"> Ability to work as a team member 	Application Interview