



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title: Industrial Gas Engineer	Grade/ Level: N9 (with market factor supplement once qualified and competent)	Post Number: P/A
Directorate: Property Maintenance	Job Family: Craft	Date Prepared:

Role reports to (Job Title): Gas Manager

*Please attach an organisation chart showing where this job reports within the structure.

Job Purpose:

Develop current qualifications and knowledge around commercial gas in order to service, repair and install commercial systems for corporate and housing stock.

Key Accountabilities:

1. To be able to service, repair and renew solid fuel, natural Gas, LPG and electrical wet systems and have some knowledge on commercial systems and Building Management Systems (BMS)
2. To be able to access problems, interpret complex information with various types of heating and hot water systems, decide the appropriate measures to correct faults without delays, this requires analytical and judgmental skill.
3. Competent in the use of data recording and analysing equipment
4. To be able to manage their own workload efficiently and liaise with building management for appointments.
5. Ensure a property/plant room is left clean and tidy removing all rubbish and arrange with supervisor for collections making sure items suitable for recycling are separated
6. To complete all work allocated or appointed by target date/time and priority
7. To complete work to all appropriate standards, i.e. approved codes of practices for the gas and plumbing industries, also current building regulations, plumbing bye-laws and schedule of rates
8. To maintain the highest level in customer care and in line with service standards
9. To have completed all required paperwork or electronic recording of test, time and material used, complying with all Swindon Borough Council working arrangements
10. To order the appropriate materials from external suppliers and obtain best value for money
11. To have fully complied with Swindon Borough Councils drivers policy
12. To maintain the required membership of the Gas Safety register, ACS or similar qualifications for delivering the service as part of continuous professional development.
13. Participate in the training of apprentices and other trainees, report findings to supervisory staff

Supplementary Accountabilities:

To participate and promote equality, diversity best practice in all areas of work.

In accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the Management Of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger

Yourself or other persons whilst at work. You must also co-operate with the Council to enable it to Comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal Protective equipment provided and inform your manager of any hazardous situations or risks of Which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy and Swindon Borough Council Corporate health and safety policy.

Job Scope: Number and type of jobs managed:
Supervision and training of allocated apprentices

Typical tasks supervised/allocated to others:

Job Scope:

Purchasing Authorisation	£500.00
Assets: Vehicle,	£15,000.00
Tools and equipment	£2,000.00
Vehicle stock,	£2,000.00
Personal equipment	£1,000.00

Knowledge and Experience:

Minimum:

- City and Guilds, NVQ level 3 qualification or Similar
- ACS Qualifications CCN1 CENWAT CKR1 HTR1
- A modern apprenticeship, form of craft apprenticeship or similar
- Be compliant with Gas Safety (installation and Use) regulations
- 2 years working experience in domestic gas maintenance
- Full Driving Licence
- Asbestos awareness training Regulation 10 (COAR2006)
- Demonstrate knowledge of participating in good practices i.e. Health and Safety
- To have detailed knowledge of all other building crafts and Swindon Borough Council owned commercial properties
- Show ability to obtain other building skills with training to deliver the service

Preferred:

- Voluntary out of hours working, unsupervised
- Comply with Swindon Borough Council training matrix

Working Environment:

- Outside and internal works – prepared to working in all weather conditions
- Hazardous conditions will exist at times
- Involves working with extremely hot and hazardous materials
- Involves working in properties that can be highly disagreeable and unpleasant
- A high level of manual dexterity and co-ordination is needed
- Working in confined spaces, i.e. kneeling and crouching and working high and low levels.

Potential Risks:

- Potential exists for aggression and risk of injury,
- The job occasionally places intense emotional demands on the jobholder, when enforcing the gas safety regulations.
- Lone working.

Decision Making:

- The Post-holder has a direct responsibility for making decisions, which will affect the future well-being of individuals.
- Is empowered to make daily decisions working with minimal supervision within a structured process.

Contacts and Relationships:

- Verbal contact with all levels of Council staff and members of the public.
- Written contact with Back office staff within the operations office.
- Telephone communications with the operations office.
- Data communication using hand held devices with the operations office.

Creativity and Innovation:

- To suggest and devise modernisation improvements, for delivery of flexible working arrangements, working from home, mobile working and e procurement.
- Better use of labour, transport and materials
- Challenging procedures.

Job Specific Competencies:

The job involves prolonged periods of concentrated mental attention, as these tasks carry a heavy fine and / or imprisonment under the (Gas safety and use Regulations). It will also require a level of self-learning in order to obtain the appropriate commercial gas qualifications.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:**Print Name:****Date:****Line Manager's Signature****Print Name:****Date:**