

Lancaster City Council - Job Description

Job Title:	Apprentice Electrician	Grade:	Apprentice	Job Code:	LCC209
Service/Team:	Housing and Property/RMS	Role Type:	Fixed	Reports to:	Electrical Manager
Line manages:	None				

Job Summary

- To undertake all aspects of diagnostic, installation and electrical maintenance work on Council owned property, including Public buildings, markets and cemeteries
- This is an apprentice role where you will complete a 4 year course at Lancaster & Morecambe College to obtain a Level 3 NVQ
- The starting salary will be £15,434
- You will be provided with a 20% time allowance to enable you to study

Direct Responsibilities

- To undertake duties with minimum supervision using own initiative when required
- Be able to work from home as required
- To ensure all PPE / Hand Arm Vibration systems are respected, understood and worn when required
- To undertake own vehicle van stock audits and ensure stock levels are maintained
- Be able to understand the responsibility of both you and your employer in relation to health, safety, and welfare in the workplace.
- Be expected as the workflow dictates to work within the planned area of the Repairs & Maintenance team, which is site based on projects throughout the district.
- To work alongside and in conjunction with the 'in house' repairs team and local sub-contractors on maintenance projects.
- To provide a team-based working approach alongside all other operatives within repairs and maintenance to achieve specific tasks and common goals for the service
- Comply with the Council employment, driver and transport policies.
- To operate and comply with all reporting systems and returns, including electronic devices e.g. PDA or equivalent equipment.
- To meet our high standards for work skills, quality and customer focus at all times.
- To respect, maintain, clean and ensure the security of all LCC provided vehicles, tools and equipment
- To complete work in a timely manner and meet expected completion times.
- To operate and comply with reporting systems.
- Undertake work as directed by line manager.
- Be flexible in your working practice and, in addition to your core skill, undertake other maintenance tasks as directed to meet the demands of our workload or operational requirements (specific training may be required).
- To ensure safe working practices in respect of electrical installations are always adhered to
- Perform Portable Appliance Testing (PAT) of power equipment and appliances ensuring safe to use or disposal requirements
- To work to additional NICEIC guidelines and recommendations to maintain a high standard of electrical installation and maintenance in all council buildings
- Provide a professional and polite service to Lancaster City Council tenants, contractors and staff at all times

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Primary Objectives			
- To work under supervision of a qualified Electrician and to undertake a college course and complete a portfolio that the college has set. Working within the Council Housing stock as well as other Council owned properties carrying out planned and maintenance work daily. - Perform the installation, maintenance and testing of all systems and equipment related to Lancaster City Council in a safe, timely and professional manner. - To diagnose reported faults in tenanted and void properties as required and recommend and perform any remedial actions. - To undertake periodic quality control inspections of electrical work undertaken by yourself, other repairs and maintenance electrical operatives or external contractors including necessary paperwork and certification (digital / manually) for electrical works where required. - To efficiently plan and monitor your workflow to ensure jobs are completed within set targets.			
Staff Management Responsibilities			
Not Applicable			
Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
Specialised Qualifications & Training	GCSE grade 4 in both Mathematics & English		App Form, Interview, Certificate
Experience			App Form, Interview
Job Related Skills, Knowledge & Abilities	Ability to demonstrate methodical and precise working practises, with good organisational skills and techniques		App Form, Interview

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	Physically fit to carry out the duties required		
Personal Attributes Including Interpersonal & Communication Skills	Good verbal and written communication skills Good interpersonal skills Able to work well as part of a team		App Form, Interview
Special Requirements/Other	Full UK driving licence (by completion of apprenticeship) Understanding, implementation and adherence to Lancaster City Council's policies and procedures. Understanding, implementation and adherence to Our Values. Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan. The postholder will be subject to a basic clearance with the Disclosure and Barring Service (DBS)		App Form, Interview
Other Requirements			
Participation in the Council Emergency Out of Hours service, on completion of apprenticeship A full driving licence and access to a vehicle will be essential. The post will be based at White Lund Depot, White Lund Road, Morecambe but you will be expected when required to work at other Council buildings. Attendance at training events, meetings and seminars will be required			
Additional information			
<u>General Statement</u> The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.			

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As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	