



76-78 Colne Road, Brierfield, Lancashire, BB9 5NN
Reg # 09883293

JOB DESCRIPTION

POST TITLE: Gas Safe Engineer/Plumber

RESPONSIBLE TO: Senior Management

MAIN CONTACTS: Members of the public, staff and contractors & Sub-Contractors of Eco World

JOB PURPOSE:

To carry out plumbing and heating repairs, installations and servicing, in occupied and empty properties in a courteous and polite manner, recognising the Eco World's customer care philosophy.

MAIN DUTIES AND RESPONSIBILITIES:

- To carry out repairs by fault finding to domestic heating/plumbing systems and appliances
 - To keep accurate logs of work undertaken and materials used
 - To install domestic heating/plumbing systems and appliances
 - To carry out repairs to hot and cold water systems, sanitary ware and drainage systems
 - To liaise with tenants and premises managers concerning the timing and progress of work being undertaken
 - To undertake, where necessary, associated work including minor building repairs as identified on site
 - To identify, from inspection, materials required to carry out repair or installation to the required standard
 - To ensure the safe handling and storage of all plant and equipment.
 - To undertake all work in accordance with Health and Safety policy statements and safe working practices
 - To manage and control and be responsible for a stock of materials.
 - To participate in the out of hours emergency call out standby on rota basis
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Contacts & Relationships

- Statutory Undertakers and Utility Providers
- Individual tenants and tenant group
- Members of the General Public
- Emergency Services
- Gas Safe

To facilitate the effective, efficient and economic delivery of the repairs service

Decision Making - Discretion

- Determines safe working practices
- Determines suitability, quantity of parts or materials
- Determines most appropriate methodology for carrying out task
- Makes recommendations on improvements to working practices
- Ensures work is carried out in accordance with policies and procedures and all relevant regulations
- Advises customers on correct and most efficient use of heating systems

Decision Making

Make effective decisions on the best most cost effective method of repair to ensure value for money and the best possible service to the customer. To carry out right first time repairs wherever possible to minimise disruption to customers. Ensure work is carried out in compliance with all current building regulations, Gas Installation and Use Regulations, Potable Water Regulations and bylaws to ensure customers safety and Eco World's compliance with the above.

Complete landlords' certificates and technical reports to a concise and accurate standard to enable Eco World to comply with legislation.

Responsibility for Resources

Responsible for the proper handling, care, security and maintenance of equipment, plant and materials.

Work Demands

Generally, work to a programme of tasks as identified by the works supervisor but the programme can be interrupted to deal with emergency situations.

Physical Demands

- Lifting of materials and component part, tool kits, ladders, power tools.
- Fitting of materials and component parts in confined spaces often in awkward postures
- To work at height safely selecting and using all types of access equipment

Working Conditions

Conditions can vary dependant on property and can include dirty and disagreeable sites. Includes elements of working in all types of weather conditions.

Work Context

Lone working with the public and in tenants' properties, exposure to disagreeable and hazardous conditions including working at height and in empty properties.

HEALTH AND SAFETY

You have a personal responsibility to preserve and enhance health and safety, in particular you:-

- Are responsible for your own health and safety and must not do anything which is likely to cause injury or risk to yourself or others.
- Must observe safe working practices and encourage colleagues to do likewise, including using personal protective equipment provided.
- Co-operate with any reasonable instructions given by persons responsible for health and safety.
- Report all accidents, near misses, hazards, violent incidents immediately in line with the agreed procedures.
- Report all defects or damage to equipment/property immediately to their Manager.
- Undertake any necessary health and safety training which may be organised.

Employee's Signature: _____ Date: _____

Director's Signature: _____ Date: _____



PERSON SPECIFICATION

POST TITLE: Gas Safe Engineer/Plumber

	PERSONAL REQUIREMENTS OF POSTHOLDER	CATEGORY
1.	<p>Skills/Knowledge:</p> <p>Knowledge in the use and maintenance of plant and machinery relevant to the trade.</p> <p>Understanding of COSHH regulations.</p> <p>Experience in carrying out relevant installations, repairs and servicing in occupied and empty properties.</p>	<p>E</p> <p>D</p> <p>E</p>
2.	<p>Qualifications:</p> <p>ACE gas qualifications elements CCN1, CEN1, CKR1, CPA1, HTR1, WAT1.</p> <p>NVQ or equivalent gas or plumbing qualifications.</p>	<p>E</p> <p>E</p>
3.	<p>Abilities:</p> <p>Able to treat members of the public tactfully and courteously at all times.</p> <p>Ability to maintain a high level of accuracy, confidentiality concerning financial and business information.</p> <p>Able to work under own initiative.</p> <p>Maintain and prioritise workload.</p> <p>Full UK driving licence</p>	<p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p>
4.	<p>Work Related Circumstances:</p> <p>Willingness to work extended hours when required.</p>	<p>E</p>