

BRIGHTON & HOVE CITY COUNCIL

TITLE: **Apprentice Plumber**

REPORTS TO: **Plumbing Supervisor**

DEPARTMENT: **Repairs and Maintenance**

SECTION: **Housing, Neighbourhood and Communities**

PURPOSE OF APPRENTICESHIP

Through work experience, studying, training and development (both practical and vocational), to undertake a Plumbing Level 2 Apprenticeship

PRINCIPAL ACCOUNTABILITIES

- To learn to carry out a range of plumbing and domestic repairs and installations in occupied and empty properties in line with current legislative standards, performance standards and in accordance with the Council procedures under the guidance of qualified trade employees suited to the current level of training and development. This will include; install pipes, fixtures, such as sinks, basins and baths and install the supports, and equipment prior to installation. Cutting pipework to exact specification, soldering and bending pipework and assembling fittings relevant to the task.
- To learn to complete all necessary paperwork and records to current legislative standards, to prevailing performance standards and in accordance with the Council procedures under the guidance of qualified trade employees, suited to the current level of training and development.
- Learn to interpret drawings and building specifications in order to layout of pipes and drainage systems in order to plan plumbing materials required for the job.
- To attend training and complete coursework on time and to a high Standard.
- To produce, maintain and be responsible for work details to document experience.
- To carry out all necessary administrative work associated with departmental management requirements so as to accurately record all processes from receiving jobs through to completion including electronic timesheets.
- To liaise and work with all other trades and apprentices as required.
- To understand and comply with council policies and procedures.
- To comply with all council Health and Safety policies and procedures.
- To attend and fully participate in regular training and reviews with mentor and line manager.
- To undertake the apprenticeship training

Equalities

To uphold and carry out the duties of the post with due regard to the City Council's Inclusive Council Policy.

Health & Safety

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislation relating to such works and contracts as are within your direct responsibility.

General

The role will, on occasions entail exposure to some unpleasant working conditions. Due care and attention is necessary to mitigate this. Personal Protective Equipment [PPE] provided must be used to mitigate these unpleasant conditions. It is the Apprentice's responsibility to ensure the PPE equipment is used properly and as and when required. The Operatives' Manual sets out specific instances and the minimum circumstances of how and when PPE equipment should be used.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

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PERSON SPECIFICATION

JOB TITLE: **Apprentice Plumber**

SECTION: **Repairs and Maintenance**

Education, knowledge and Experience	<ul style="list-style-type: none">• Good level of physical fitness, including the ability to lift, work at heights and in differing conditions.• Self-motivated with a strong desire for long term study.• Able to use IT for reporting and maintaining records.• Be capable of working efficiently, effectively, diligently and courteously.• Ability to communicate in written and oral form.• Able to work harmoniously with others, in a positive team atmosphere and build effective working relationships.• Good timekeeper.
Skills and Abilities	<ul style="list-style-type: none">• Ability to work harmoniously and effectively with others, both individually and as a team member at all levels.• Excellent oral and written communication skills, including the ability to present information and knowledge to groups of people in a range of different situations• Ability to write clear and concise reports for a range of purposes• Effective research skills and the ability to maintain up to date knowledge on the technical aspects of electrical engineering and associated matters• Ability to use a wide variety of computer applications including word processing and spreadsheets such as MS Word and Excel
Qualifications	<ul style="list-style-type: none">• Minimum of level 2 English and Mathematics (equivalent to GCSE grades A-C, 4-9).