

RYKNELD HOMES LTD.

JOB DESCRIPTION

DEPARTMENT:	Property Services		
SECTION:	Mechanical & Electrical		

POST:	Plumber (Gas)	POST NO:	RH240
GRADE:	Craft Rate (Plumber)		
RESPONSIBLE TO:	Supervisor	SUBORDINATES:	None

Primary Function of Post:

To undertake practical fault finding, repairs and building maintenance work appropriate to the post holder's craft, skills and experience within a department which provides a customer orientated building and property repairs service to Rykneld Homes.

Post Specific Tasks:

1. To carry out plumbing repairs, renewals and safety checks to domestic premises.
2. To carry out practical craft work paying particular attention to quality and safety.
3. To comply with Rykneld Homes policies and procedures.
4. To diagnose faults and undertake or recommend remedial repairs as appropriate.
5. To carry out work in the most cost effective and efficient way.
6. To comply with instructions given by supervisors with regard to the particular trade and the work of the Department.
7. To identify, quantify and acquire the materials essential for completion of the work and maintain adequate vehicle stocks where appropriate
8. To safeguard the customers property and possessions against possible damage during the works and clear away materials and rubbish on completion.
9. To liaise with Managers, Team Leaders, Inspectors and customers regarding the work and complete and specified documentation.

10. To arrange and carry out work in such a way that the service to clients incorporates prompt action and has the maintenance of good customer relations as a priority.
 11. To work to agreed targets and schedule of works.
 12. To work individually or as part of a team.
 13. To keep up to date on gas heating appliances and service/repair methods and attend training courses as required.
 14. To carry out such other duties, consistent with the grading and objective of the post, identified by the Supervisor or Manager.
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Organisational Management:

To take the following broader responsibilities:

To assist other members of the Service, and to cover where necessary, in order to ensure a full and comprehensive service is delivered to the public at all times, including extended work cover Tuesday to Thursday or during periods of increased workload.

Team Supervision

None (except in the case of apprentices, work-experience, etc)

Key Contacts

1. Customers and Service Users
2. Rykneld Homes Senior Management Team.
3. Rykneld Homes managers and staff.
4. Council Directorates and corporate services

General

1. Assist Partner organisations staff members in the operational issues of the service.
2. Assist in the guidance and training for all new employees on how the service operates.

3. To carry out all duties with awareness and regard to Health and Safety issues and adhere to safe systems of work specified in Rykneld Homes' Ltd. Safety Policy.
4. To promote and incorporate equality and diversity issues wherever possible in all duties carried out.
5. To adhere to the requirements of the Data Protection Act in respect of confidentiality and disclosure of data.
6. Develop and foster positive professional relationships with colleagues and external contacts.
7. Make suggestions to improve the working situation within own area of work and Rykneld Homes as a whole.
8. Adhere to Rykneld Homes Ltd. standards of behaviour and Code of Conduct.
9. To ensure that the services we deliver are Customer focused and responsive to local needs, demonstrating that encouraging involvement and feedback is an integral part of the service Rykneld Homes provides.
10. Such other duties commensurate with the grading of the post as may be from time to time determined.

This Job Description is issued as guidance on the duties and responsibilities which are applicable at this time. It does not form a term within the Contract of Employment. (This paragraph does not apply to any person in post prior to 1 July 1994).

RYKNELD HOMES LTD.

PERSON SPECIFICATION

Post: Plumber (Gas)

Grade: Craft Rate (Plumbers)

Responsible to: Supervisor

Base: Rykneld Homes Ltd

JOB CRITERIA

	Essential	Desirable
Qualifications: (to be detailed on Application form)	Time served Apprenticeship City and Guilds Craft or equivalent ACS Gas Safety Certificates in elements - CCN1, CEN1, HTR1 & CKR1 Full driving license	C&G Advanced Craft Certificate NVQ II or 8 year relevant experience
Experience: (to be detailed on Application form)	Min. 2 years relevant experience after craft training on :- Gas and Solid Fuel Domestic Central Heating Systems Domestic Hot and Cold Water Systems. Servicing and safety checking of gas appliances. Appliance fault diagnosis.	Previous experience with domestic gas central heating systems (i.e. gravity domestic systems, fully pumped 'Y' plan systems)
Skills: (to be checked at Interview)	Use of hand and power tools. Use of gas analyser equipment. Domestic Plumbing & Heating Able to read simple drawings Plumbing and Heating fault diagnosis.	Use of mobile technology i.e. PDA applications for servicing and maintenance.

Knowledge: (to be checked at Interview)	Current water bye-laws Ventilation regulations Gas Regulations Gas & Solid Fuel Boiler Installation.	Combination Boilers H & S and COSHH Regulations Basic electrical knowledge Basic skills of other trades General knowledge of all domestic heating appliances.
Other Requirements of the Job: Some jobs may involve working from ladders and scaffolds, on roofs and in confined spaces. Able to demonstrate ability to arrive on site on time and move efficiently between jobs. Able to work outdoors in all weathers.		

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed, as they would be after any reasonable adjustments had been made.

If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short-listing stage.