

Job Description



Job Title: Domestic Gas Engineer	Service Area: Repairs and Maintenance Service	
Directorate: Inclusive Economy and Housing	Post Number: Multiple	Evaluation Number: N/A
Grade: PO3	Date last updated: December 2020	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

RELEVANT TO THIS POST:
Disclosure & Barring Service: Subject to DBS Enhanced disclosure
Flexible Working: The flexible working policy is not applicable to this post.
Responsible to: The post holder is responsible to the Gas Repairs Manager

Overall Purpose of Job

The right candidate will have experience working as a service breakdown engineer on a range of domestic gas boilers. You will be working in domestic properties; fixing, repairing and servicing existing boiler set ups. To install radiators and boilers if required. The candidate will be place on the out of hours call rota that currently is every 4 weeks.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below;

- 1) To carry out breakdown service and, on occasion, installation works within the properties of the London Borough of Newham.
- 2) To comply with the Key Performance Indicators set for the Gas section.
- 3) To assist in the promotion and development of working practices and procedures to improve the Health and Safety culture within the Building & Facilities Maintenance Service.
- 4) To undertake work in conjunction with other Newham Council staff ensuring all work is undertaken in a consistent manner and to the appropriate quality.
- 5) To develop a positive teamwork and customer care approach to their work.
- 6) To enable the post holder to ensure all work undertaken complies with the Quality Management System (ISO 9001:2015).
- 7) To assist the Gas Section continue to be a Best Value provider of services and one that strives for continuous improvement.
- 8) To ensure compliance with the policies and procedures of Newham Council.
- 9) To promote the services offered by Repairs and Maintenance to both existing and potential customers as the opportunities arise.
- 10) To liaise with customers and work colleagues at any location within Newham Council to undertake specified tasks in pre-determined timescales.
- 11) To participate in training courses as required improving knowledge and understanding of safety, quality and electrical maintenance and installation issues.
- 12) At all times to work safely and not to place yourself, colleagues or members of the public at risk by your activities/actions.
- 13) The above is not an exhaustive list of the duties and responsibilities, the post holder will be expected to undertake any other duties which may reasonably fall within their job remit and level of competency.

Personal Specification



Job Title: Domestic Gas Engineer	Service Area: Repairs and Maintenance Service	
Directorate: Inclusive Economy and Housing	Post Number: Multiple	Evaluation Number: N/A
Grade: PO3	Date last updated: December 2020	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
EDUCATION/ QUALIFICATIONS In date ACS certificates and qualifications. CCN1, CENWAT, CPA1, CKR1, HTR1.	Application and Interview

