*Please note that as of 1st April 2021, KNH moved to Kirklees Council and is now known as Homes and Neighbourhoods. We are currently in the process of updating all correspondence to reflect this change*

**JOB DESCRIPTION**

**PURPOSE**

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| **Job Title: Commercial Gas Engineer**  **Grade: 10**  **Job Family: Technical**  **Responsible to: Team Leader**  **Responsible for: None** |  |

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| **Evaluated by Grading Panel:** | **Feb 2002** | **Version:** |  |

As a proactive Commercial Gas Engineer the post holder will support the Team Leader and deliver the operational duties of their service/business area. The post holder will work with colleagues across the organisation in line with Kirklees’s core behaviours and values and contribute to the delivery of the organisation’s purpose, vision and objectives, ensuring positive outcomes for the business and Kirklees customers.

A key component of the role will be to directly contribute to delivering high performance and continuous improvement within the service/business area in line with Kirklees’s Service Plans, Medium Term Financial Plan, the joint Delivery Plan and Kirklees Council’s key objectives to deliver a customer focused service.

The post holder will visit premises throughout the Kirklees District to carry out Gas and renewable energy tasks in line with contractual requirements. This will include maintenance, repair, refurbishment and renewal work on Commercial properties, schools and public buildings. The post holder will be required to work from a handheld mobile device and complete relevant records to ensure the department has up to date and accurate information.

**Role Duties and Responsibilities**

* The postholder will be responsible for the day to day installation, maintenance and repair of all Commercial Gas boilers with a proven pipework installation ability internal and external to Council and external agency properties.
* Contractual and legislative requirements are met through the efficient provision of a Commercial Gas service for property maintenance, repair, refurbishment and renewal work for the Council and other external clients.
* Work in an effective manner in line with industry legislation and standards for Commercial Gas tasks whilst maintaining a safe environment for employees, services users and members of the public.
* Work collaboratively with your Team Leader and other Commercial Gas Engineers to monitor, analyse and deliver improvements across all relevant performance indicator areas in order to increase customer satisfaction.
* Customer satisfaction and performance indicators are achieved through providing an efficient service in a timely and professional manner.
* Act as an ambassador and a positive role model through the promotion of Kirklees’s purpose, vision, behaviours, achievements and successes.
* Ensure the Health and Safety of all staff and resources within the postholder’s area of responsibility, i.e. delegated responsibility in relation to the nature of the postholder’s duties and personal responsibilities as per Section 7 and 8 of the Health and Safety at Work Act 1974.
* In addition to this the Management of the Health and Safety at Work Regulations 1992 detail the following:
* Employees must inform their employer or supervisor of any work situation, which might present a serious and imminent danger to Health and Safety.
* Employees must inform their employer or supervisor of any shortcomings in the Health and Safety arrangements even when no danger exists.
* To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Service Manager from time to time, in consultation with the postholder.
* To undertake training and development as agreed between the postholder and their Manager in accordance with the Performance Management framework.

**DECISION MAKING**

* Seek advice when attending high risk properties or dealing with issues that may require action outside of normal policy and procedure.
* Escalate issues pertaining to risk, media or political attention.
* To make effective decisions to meet individual business objectives in line with delegated authority levels, Financial Procedures Rules (FPR’s) and Contract Procedure Rules (CPR’s).

**CUSTOMER SERVICE AND BUSINESS RELATIONSHIPS**

* Proactively contribute to the achievement of operational effectiveness and service excellence by providing an efficient, professional and customer focused service to all customers of Kirklees.
* Develop and maintain relationships across a broad range of internal and external stakeholders including colleagues, partners and customers.

**FINANCIAL MANAGEMENT AND PROCUREMENT**

* None

**LEGAL, RISK and COMPLIANCE**

* Ensure all individual operational activity is in line with the Kirklees Health and Safety Policy and associated legislation.
* Ensure all individual operational activity is in line with guidance on the recording and reporting of concerns in the Kirklees Safeguarding Policy.
* Conduct fire safety checks (this will include a basic visual inspection, arranging the removal obstructions/hazards and reporting any issues or defects) as requested and report any areas of concern ensuring that any defects are addressed and completed in line with Kirklees’s Fire Safety procedures

**CORPORATE RESPONSIBILITIES AND ACCOUNTABILITIES AACCOUNTABILITIESACCOUNTABILITIES**

* Be an active team player and develop strong, supportive relationships with all work colleagues in the spirit of ‘Working With’ principles.
* Actively promote and be committed to delivering Kirklees’s Purpose, Vision, Corporate Values and Behaviours.
* Deliver good working practices in line with Kirklees’s Health and Safety and Equality and Diversity policies.
* Comply with the confidentiality and information security policies at all times.
* Maintain accurate information systems in line with service requirements.
* Actively participate in influencing and contributing to the development of innovative solutions to improve services within the organisation.
* Actively participate in a range of internal and external meetings/briefings, events, working Groups that will enhance service delivery and the profile of the business.
* Proactively participate in the identification of personal learning and development requirements and attend training courses, seminars, conferences and work shadowing in line with agreed Personal Development Reviews (PDR’s).
* Fulfil any other duties commensurate with the grade and falling within the scope of the post as may be reasonably required.

**SUPERVISION AND GUIDANCE**

The post holder will receive supervision and guidance from the **Team Leader.**

**EQUALITY & DIVERSITY**

The post holder will receive supervision and guidance from the **Team Leader.**

If you feel that any of the above requirements found in the job description cause a specific barrier due to equality or diversity issues you must inform the Kirklees Human Resources Department so this can be addressed.

#### Kirklees aims to advance Equal Opportunities and requires its employees to carry out its policies concerning the above both in terms of employment and as a provider of services in line with Equality Act 2010.

**PERSON SPECIFICATION**

**Post Title: Commercial Gas Engineer Grade: 10**

**RElevant experience**

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| **Key: A/F = Application Form, I = Interview, T = Test Essential = (E) Desirable= (D)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Criteria** | **Relevance**  **(E or D)** | **Assessment Tool** | | | | **A/F** | **I** | **T** | | **Education/Qualifications**  Apprentice trained  GCSE (or equivalent) Grade 4 (C) or above in English & Maths or equivalent.  NVQ level 2 or equivalent in Commercial Gas installation  ACS – CDGA1, CENWAT, CIGA1, CKR1, COCN1, CORT1, CORT1, DAH1, HTR1, ICPN1, TPCP1, TPCP1A  Recognised welding qualification | E  E  E  E  D | X  X  X  X      X |  |  | | **Experience and skills**   * In depth knowledge and experience of all aspects of Commercial Gas installations and maintenance in Commercial, Commercial and Public Buildings. * Ability to work at heights and in confined spaces * Full awareness of the Health and Safety at Work Act and Electricity at Work Act * Able to work flexibly and be responsive to change in order to improve performance * Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one’s own to achieve result | E  E  E  E  E | X  X  X  X | X  X  X  X | X | | **KIRKLEES BEHAVIOURS**  **Positive**   * Work in a professional way with energy and commitment. Confident and passionate about their work and is motivated to do their best. They inspire and motivate others and act as a good role model to those around them.   **Supportive**   * Support and help their colleagues by being a team player and listening to them. Make people feel valued by showing compassion, kindness and empathy. Give recognition when it is due and have good working relationships so that people know they are approachable.   **Communicate**   * Communicate simply, clearly and concisely to make sure they are understood. When delegating to and empowering others they are clear with their expectations and they still assume the responsibility. Listen carefully and actively. They are engaging and visionary as a communicator to large groups.   **Honest**   * They are sincere and genuine towards their colleagues, dependable, reliable and consistent in approach. Work in an open way with integrity, trusting colleagues and being non-judgemental.   **Respectful**   * They are courteous to customers and colleagues and considerate of others feelings. They respect those they work with as well as being respectful to their environment, the information and the equipment they work with. They take pride in their work and in their Council, treating people with dignity.   **Flexible**   * They are resourceful and versatile, able to adapt to changes in work and in their surroundings. They can compromise as necessary and they are willing to be flexible when needed. They are resilient and self-aware. | E  E  E  E  E  E | X  X  X  X  X  X | X  X  X  X  X  X |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Other Requirements**   * Ability to travel around the borough * Full UK driving license * Willingness to undertake training courses relevant to the post * Willingness to work outside normal office hours should the situation arise (evening meetings, emergency call outs) | E  E  E  E | X  X  X  X | X  X  X |  |   This post will require a Disclosure and Barring Service Check (DBS) and any appointment to the post may be subject to the candidate having an acceptable DBS check. This post will also require a medical screening by Employee Healthcare as appropriate to the occupational risks.  This job description and person specification reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the Line Manager, the post holder and Human Resources.  **Signature of Post Holder: Date:** |  |