

# **PAT Testing Technician & Special Cleaning Operative – Grade 4**

## **Job purpose**

Kirklees Caretaking and Cleaning Services provide a range of services to approximately 400 customers across Kirklees in schools, offices, and public and private buildings.

You will be responsible for ensuring all portable electrical equipment is tested on a regular basis in order to comply with relevant electricity at work, health, and safety legislation.

You will use a computer and software packages to record site visits and maintain accurate information relating to PAT testing and produce reports on a regular basis.

In addition, as the specialist cleaning service continues to develop and moves into new markets you may from time to time be expected to carry out various other activities relating to the cleaning services operations.

You will work 37 hours a week and will be flexible with regard to start and finish times in order to meet service needs.

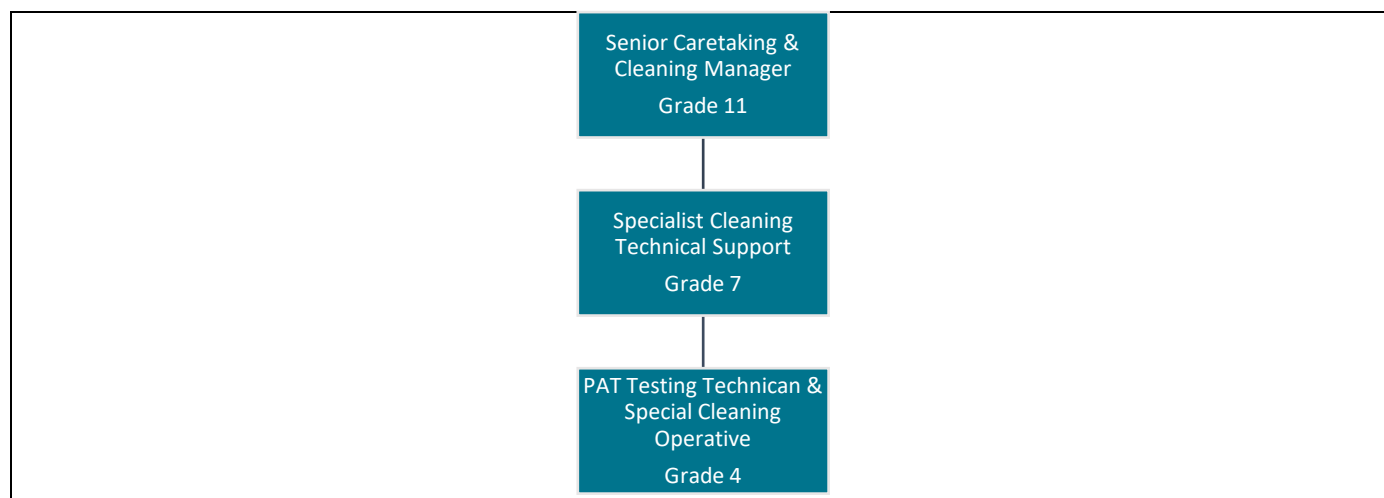
You will also be responsible for maintaining/ servicing cleaning equipment i.e., rotary machines, vacuums, replacement mains cables etc., and also have a competent electrical background.

This role is based within [Environment and Climate Change](#). Find out more about [working for Kirklees](#).

## **Key areas of responsibility**

- PAT testing is carried out in line with programmed visits and timescales.
- Defective electrical equipment is taken out of use and immediately reported to the Equipment Stores Officer, or on site building manager.
- Information and computer records relating to PAT testing are up to date and accurate.
- Customers receive effective advice and support on issues relating to faulty machinery.
- Enquiries or requests for information, whether by telephone, electronic mail or in person receive a helpful and supportive response.
- Effective working relationships with internal and external customers are maintained.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Has a firm understanding of PAT test procedure	Essential
Has technical ability to carry out PAT testing accurately on diverse equipment base/range according to EATW regulations	Interview
Can interpret information regarding results from specialist PAT test equipment	Interview
Understand safe working practices when dealing with EATW regulations	Essential
Has experience of downloading information from equipment onto computer data base	Essential
Has PAT test qualification or ability to attain such qualification	Essential
Can prioritise and plan own workload to good effect	Interview
Set and meet realistic deadlines whilst remaining flexible to changes	Interview
Ensure tasks are completed with minimum disruptions to client base	Interview
Can ask for support when required	Interview
Can use own initiative when looking for solutions to problems	Interview
Understands the needs of the customer	Interview
Has good communication skills both verbal and written to promote effective and positive relationships with internal and external client base	Essential
Can deliver the service in a friendly, professional, and responsive manner	Interview
Need to be able to work well as part of a team and independently	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Accepts medical screening and any other screening appropriate to occupational risk will be required to ensure you are able to carry out physically demanding work including bending, and lifting, for considerable periods.	Essential
Accepts an enhanced DBS and barred list check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Venue Management	Grading ID	11510
Job ID	80100849	Last Updated	March 2023
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	Adults & Children	DBS Type	Enhanced + Barred
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		