



Coventry City Council

## Job Description

<b>Post:</b>	Electrical Apprentice	<b>Job Number:</b>	
<b>Service:</b>	Repairs and Maintenance	<b>Post Number:</b>	
<b>Location:</b>	Whitley Depot	<b>Grade:</b>	Craft Apprentice

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

The Electrical Apprentice will work alongside our Electrical Engineers to learn from them the skills and knowledge required to attain the required qualifications to work as an accredited Commercial Electrical Engineer.

The role will involve:

- Installing and maintaining Commercial Electrical Lighting systems
- Installing new EV Charging points
- Installing and maintaining Fire Alarm systems
- Installing and maintaining commercial appliances like electric cookers
- Installation and alternations of electrical fixtures & fittings
- Undertake Electrical Inspections
- Electrical Health & Safety and Compliance

### Main Duties and Responsibilities:

- Assist the team in attending reactive repair works as issued by the planner within set time frames to ensure client expectations are met.
- Assist in the undertaking of any new Electrical installations/improvements including the replacement of existing equipment. To install new Lighting schemes and associated controls.
- Assist the team in proactively identifying and undertaking Electrical installation works and generate estimates for the works.
- Learning to liaise with customers ensuring that works are carried out satisfactorily and to their specification. Building on communication skills with customers to set expectations.
- Assist in undertaking electrical planned preventative maintenance works, within set time frames to ensure statutory compliance.
- Undertake and be able to carry out general electrical duties including alterations to circuits and fixtures and fittings while understanding any risks.
- Learning and understanding statutory compliance with industry standards, British standards and applying all relevant Approved Codes of Practice.

- Ensuring that your personal skills, knowledge and qualifications are up to date as required by changing legislation.
- Assist in providing accurate reporting of progress and solutions to management and office colleagues.
- Responsible for the maintenance and/or safe use of any equipment, plant, vehicle or tools issued for the purpose of carrying out tasks.
- Learn to work with the computer aided facilities management system to accurately record and report work details and materials used on all jobs.
- Ensure that the security and good housekeeping of all sites, equipment, and stores are kept to required standards.
- Learning to identify and bring immediately to attention any safety matter identified to their peers/management.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** Facilities Manager M&E

**Date Reviewed:** April 2021

**Updated:**



Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• A basic understanding of Electrical services and applications.</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Communication skills in order to take information from people</li></ul>
	<ul style="list-style-type: none"><li>• Problem-solving skills.</li></ul>
	<ul style="list-style-type: none"><li>• Ability to work effectively within a team</li></ul>
	<ul style="list-style-type: none"><li>• Ability to organise and work in a tidy, professional manner</li></ul>
	<ul style="list-style-type: none"><li>• Excellent attention to detail</li></ul>
	<ul style="list-style-type: none"><li>• Computer literacy</li></ul>
	<ul style="list-style-type: none"><li>• Good numerical, logical, and analytical skills</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Of using basic tools in a work, educational or home environment</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• Maths GCSE 4/C or above (Or equivalent)</li></ul>
	<ul style="list-style-type: none"><li>• English GCSE 3/D or above (Or equivalent)</li></ul>
	<ul style="list-style-type: none"><li>• Ability to complete the Installation Electrician and Maintenance Electrician Level 3 Apprenticeship Standard</li></ul>

<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• Must not have already completed the Installation Electrician and Maintenance Electrician Level 3 Apprenticeship Standard</li></ul>
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**Date Reviewed:** April 2021

**Updated:**