



## Job Description and Person Specification

### Electrical Apprentice

Job Details	
Grade	Entry to Employment
Service	Repairs and Maintenance
Location	Whitley Depot
Job Evaluation Code	N/A

Coventry City Council Values
<p>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:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
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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

<b>Key Responsibilities and Accountabilities</b>
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

<b>Key Relationships</b>
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External:	Members of the Public Training provider Tutor/Assessor	Internal:	Management Team members Apprenticeship Team Electricians Energy Team
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Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>• carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</li> <li>• attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>• any other duties and responsibilities within the range of the salary grade.</li> </ul>

Responsible for
N/A

Person Specification	
Requirements	
Knowledge	Basic understanding of Electrical services and applications.
Knowledge	Basic understanding of GDPR
Knowledge	Basic knowledge of the services that are provided by Local Government
Skills And Ability	Communication skills to take information from people
Skills And Ability	Ability to organise and work in a tidy, professional manner
Skills And Ability	Excellent attention to detail
Skills And Ability	Problem-solving skills.
Skills And Ability	Good numerical, logical, and analytical skills
Skills And Ability	Computer literacy



Skills And Ability	Ability to work effectively within a team
Experience	Of using basic tools in a work, educational or home environment
Qualification	Maths GCSE 4/C or above (Or equivalent) English GCSE 3/D or above (Or equivalent)
Qualification	Ability to complete the Installation Electrician and Maintenance Electrician Level 3 Apprenticeship Standard
Special Requirements	Must not have already completed the Installation Electrician and Maintenance Electrician Level 3 Apprenticeship Standard

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? No			
<a href="#">Find out which DBS check is right for your employee - GOV.UK</a>			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Kirsty Cowie		
Job Title:	Repairs and Maintenance Commercial Manager	Date:	December 2025