

Job Description and Person Specification

Building Services Technical Apprentice

Job Details	
Grade	Apprenticeship
Service	Facilities Management
Location	Friargate 1 – Floor 7
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>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

To support Coventry City Council’s Compliance and Surveying Teams in designing, maintaining, and improving building services across the Council’s diverse property portfolio. The apprentice will contribute to the development of sustainable, cost-effective technical solutions and ensure buildings operate safely, efficiently, and in line with statutory requirements.

This apprenticeship provides hands-on experience within a busy FM environment, alongside study towards the Level 3 Advanced Building Services Design Technician qualification.

Key Responsibilities and Accountabilities

- Assist in the preparation of engineering drawings, models, and technical documentation using software such as CAD and Revit
- Support the design and coordination of building services systems (heating, ventilation, air conditioning, electrical, and water systems)
- Contribute to project planning, scheduling, and resource allocation
- Carry out basic engineering calculations and analyse project data
- Support site inspections, surveys, and progress reporting
- Work with engineers, contractors, and project managers to ensure project requirements are met
- Assist in ensuring compliance with health and safety regulations, industry standards, and environmental legislation
- Participate in the use of Building Information Modelling (BIM) and digital engineering tools
- Support sustainable design practices, including energy efficiency and environmental impact reduction

Key Relationships

External:	Contractors, Consultants, Clients, Local Residents, Suppliers and Training Providers	Internal:	CCC Service Areas and CCC Employees
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Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & 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.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

N/A

Person Specification

Requirements

Knowledge	A basic understanding of the services provided by Local Government.
Knowledge	Basic knowledge of a range of IT applications e.g. word, excel, email.
Skills And Ability	Strong interest in engineering and the built environment
Skills And Ability	Good problem-solving and analytical skills
Skills And Ability	Attention to detail and accuracy
Skills And Ability	Effective communication and teamwork skills
Skills And Ability	Willingness to learn and develop new skills
Skills And Ability	Ability to organise and manage time effectively
Qualification	At least 5 GCSEs at Grades 4-9 (A*-C) including Maths Grade 6 (B), English and Science or their equivalent.
Experience	Previous experience within the Building Services Engineering field
Special Requirements	Ability to complete a Level 3 Building Services Engineering Technician Apprenticeship

Disclosure and Barring Service (DBS)			
Does the role require a DBS check? Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input checked="" type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Kenton Sarjeant		
Job Title:	Compliance Manager	Date:	01/04/26