

Job Description and Person Specification

Commercial Gas Engineer

Job Details	
Grade	7
Service	Repairs & Maintenance
Location	Whitley Depot
Job Evaluation Code	

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

Under the direction of the M&E Facilities Manager you will provide a site based, practical solution to a variety of Building Services related customer needs including, planned maintenance, reactive repairs and minor works.

The role will involve:

- Installing and maintaining heating systems
- Installing Domestic and commercial boilers
- Installing and maintaining water heaters
- Gas Health & Safety and Compliance

Main Duties & Key Accountabilities			
Responsible for carrying out all work in compliance with industry standards, British standards and applying all relevant Approved Codes of Practice.			
Attend and resolve reactive repair works as issued by the planners within set time frames to ensure client expectations are met. Carry out fault diagnosis and repairs within the trade area			
Install domestic and commercial boilers and associated equipment			
Liaise with customers ensuring that works are carried out satisfactorily and to their specification. Communicating with customers to set expectations.			
Undertake heating/combustion planned preventative maintenance works, within set time frames to ensure statutory compliance			
Undertake and be able to carry out general plumbing duties including alterations to pipework and fittings while understanding any legionella risks.			
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.			
Responsible for the maintenance and/or safe use of any equipment, plant, vehicle or tools issued for the purpose of carrying out tasks.			
Use the computer aided facilities management system to accurately record, 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.			
Identify and bring immediately to attention any safety matter identified to their peers/management.			
Be a part of the out of hours on call rota when required.			
Train and mentor apprentices / trainees and take an active part in their learning and development.			
Any other duties and responsibilities within the range of the salary grade.			

Key Relationships			
External:		Internal:	

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.

Training

The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.

Responsible for

Person Specification

Requirements

Knowledge	Domestic, Industrial and commercial gas and oil-fired systems
Knowledge	Statutory gas compliance
Knowledge	Electrical and electronic controls desirable but not essential
Skills And Ability	Domestic and commercial gas heating installations
Skills And Ability	Hot and cold water and heating systems installations.
Skills And Ability	Fault finding
Skills And Ability	General Plumbing skills.
Skills And Ability	Must hold the required accreditations and undertake periodic assessments in order to be registered with GAS-SAFE
Skills And Ability	Minor electrical knowledge
Skills And Ability	Full valid UK Driving License
Experience	Approved apprenticeship or similar relevant experience
Experience	Working in a maintenance environment.
Experience	Working in a similar commercial environment

Qualification	Approved City & Guilds/CITB/ACS qualifications relevant to both domestic and commercial aspects of the industry.
Qualification	Commercial Gas Experience desirable but not essential
Special Requirements	<p>Must be prepared to be flexible on working hours. Typically 7.30am start. Weekend working may be required. You will also be required to go on an out of hours rota. Overtime available.</p> <p>This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p>

Declaration			
Reviewed/Created By:	Joe Cook		
Job Title:	Operations Manager	Date:	18/03/2025