



October 2013

1. JOB IDENTITY

Post Title:	Apprentice Electrician	Service:	Infrastructure Services
Section:	Housing Asset Management	Grade:	NA Elec Ap Year 1 / Elec Ap Year 2
Reports to:	Building Maintenance Supervisor		

2. JOB PURPOSE

Under supervision until competency levels agreed work towards

- Undertake a range of maintenance, repair and improvement work on properties owned by both the council and external agencies in accordance with the agreed terms and conditions as contained within contract and / or service level agreements

Candidates must be willing to attend Aberdeen College

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Undertake a range of general maintenance, repair and improvement work
- Complete work according to targets and schedules
- Complete all required contract administration processes
- Work in accordance with established working practices

5. QUALIFICATIONS AND TRAINING

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|-------------------|---|
| Essential: | <ul style="list-style-type: none"> • Passed the SECTT Pre-employment Assessment and a willingness to train towards a SJIB modern apprenticeship • Good general level of education • Current driving licence (age applicable) |
| Desirable: | <ul style="list-style-type: none"> • Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills • Training certificates in relation to Health and Safety |

6. EXPERIENCE

Essential:

- Ability to use hand tools in a safe manner

Desirable:

- Experience dealing with the public

7. KNOWLEDGE AND SKILLS

Essential:

- Good communication skills

- Good customer relations

Desirable:

- Basic knowledge of electrics / electronics

8. ADDITIONAL REQUIREMENTS

Criminal Records Checks for Employment	<p>This post requires one of the following checks.</p> <p>Basic, Standard, or Enhanced This post requires a Disclosure Check and where applicable, an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.</p> <p>PVG Children and / or Protected Adults This post is regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. Where applicable, this post also requires an Overseas Criminal Record Check. A confirmed offer of employment and commencement in the post will be subject to the outcome of both these pre-employment checks being deemed satisfactory.</p>
Driving Compliance	<p>This post has responsibility for and required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence, if age applicable. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The preferred candidate will also be required to produce their licence, on request, at periodic intervals</p>
Politically Restricted	<p>Not applicable to this Post</p>
Work Smart	<p>This position is designated as a 'Mobile' post as detailed on the Worksmart website - http://worksmart.aberdeenshire.gov.uk/</p>