



Ipswich Borough Council  
Job Description: X03a

**Craft Apprentice: Electrician**

**Main Purpose of Job**

To work effectively under the close supervision of an experienced tradesperson, whilst gaining the skills and experience to support you in undertaking a recognised apprenticeship qualification. To assist in the diagnosis of faults, rectifying or renewing as required in order to leave the property in a sound condition. To carry out a wide range of duties connected with the repairs and maintenance of council-owned properties in an efficient, effective and customer-focused manner.

**Main Duties**

1. Assist with a range of duties connected with the repair and maintenance of Council-owned properties.
2. Attend College as required for your Apprenticeship and work with due diligence towards your Apprenticeship qualification.
3. Follow instructions given by Maintenance & Contracts management team and supervisors, attending pre-planned appointments promptly. Acquire relevant craft skills to facilitate multi-tasking where appropriate.

4. Plan and organise daily work, including assisting with the organising and managing of materials required. Read instructions accurately, keep records, and hand in job records daily, following administrative procedures as directed.
5. Assist with keeping vehicles and plant clean, in good working order daily and reporting defects promptly.
6. Work to a high standard, ensuring high-quality workmanship and maintaining an acceptable level of productivity commensurate with skills and experience.
7. Use ICT technology as required to aid the delivery of goals and objectives in accordance with the contract specification.
8. Apply numeracy and literacy skills to an acceptable standard (the job requires the employee to complete time sheets and claim forms, keeping records and to fulfil statutory checks as required).
9. Demonstrate resilience to adapt to changing working environments and work patterns as deemed necessary to meet strategic goals of the service area.
10. Represent Maintenance & Contracts in a professional manner and in line with the standards required. This includes carrying an identity card, wearing the uniform supplied and using the Person Protective Equipment provided for the role.
11. Communicate politely and appropriately with customers, Maintenance and Contracts management team and members of the public.
12. Maintain the highest possible emphasis on customer care, including encouraging customer involvement and feedback.

13. Take responsibility for maintaining the health, safety and welfare of self, other employees and members of the public ensuring adherence to safe working practices and environmental procedures. This includes attendance of bi-monthly team meetings to discuss operational issues and Health and Safety updates (Tool-box talks).
- 14.. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



**IPSWICH**  
BOROUGH COUNCIL

## PERSON SPECIFICATION

**Apprentice (Plumber, Electrician, Carpenter, Painter and Decorator)**

| ATTRIBUTES                        | ESSENTIAL                                                                                                                                                                        | DESIRABLE                                      | METHOD OF ASSESMENT                      |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------------------|
| <b>Qualifications</b>             | 5 GCSE's including English and Maths at grade C/4 or above.<br><br>Willingness to undertake extensive training                                                                   |                                                | Application/certificates/<br>Assessments |
| <b>Relevant experience/skills</b> | Health and safety awareness<br><br>Keen desire to work within the specific industry                                                                                              | Experience of working in the building industry | Application/Interview/Assessment         |
| <b>Specialist knowledge</b>       |                                                                                                                                                                                  |                                                |                                          |
| <b>Personal skills</b>            | Deal with other people in a respectful & positive manner at all times<br><br>Able to establish rapport with customers<br><br>Ability to communicate both in writing and verbally |                                                | Application/Interview                    |

|                                   |                                                                                               |  |             |
|-----------------------------------|-----------------------------------------------------------------------------------------------|--|-------------|
|                                   | <p>Ability to work as a part of a team</p> <p>Willingness to undertake extensive training</p> |  |             |
| <b>Special working conditions</b> | <p>Site based role</p> <p>Working in people's homes</p>                                       |  | Application |