

(Trades Staff)

CONDITIONS OF SERVICE

Hours: Hours are **39 hours per week** where additional hours are worked, overtime will be paid (must exceed full time hours). Employees are required to be part of the out-of-hours on-call rota.

Contract: **Permanent.** All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.

Place of Work: The Hillcrest Maintenance office is in Dundee although staff may be required to work in other geographical areas.

Tracker Data: Tracker data is collected from software fitted within the vehicle's engine management system by the RAC. The RAC collect this data on behalf of Hillcrest. This information can be viewed in real time or viewed on a historical basis e.g. weekly exception reports.

It is used for a variety of purposes:

- ✓ As evidence that the vehicles are business use only for tax and, or auditing purposes
- ✓ For the safety of drivers, particularly when lone working, but also as protection against false claims
- ✓ To track a valuable asset for security purposes
- ✓ For fuel efficiencies as harsh braking and, or acceleration, poor route selection, unnecessary engine idling etc. lead to lower fuel efficiency and higher business costs
- ✓ Work planning, for example knowing which vehicles and, or employees are closest for job assignment and emergency repairs
- ✓ Ensuring staff compliance with working times

Salary: Salaries are paid monthly, directly into a bank account of your choice on the around 25th of each month. The salary for the post is **£31,078 - £32,628 per annum**. There is a Bonus Scheme in place.

Pension Scheme: Hillcrest Maintenance offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme

as of 1st April 2019. Further details of the scheme are available from the payroll team.

Health Plan: Employees are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.

Death in Service: All employees are automatically included in a Death in Service Scheme, payment is 3 times an employee's annual salary.

Annual Leave: **Leave year runs from 1st January - 31st December.** Annual Leave entitlement is 234 hours per annum, rising to 249.6 hours over a 5 year period. Public holidays have been included in this annual leave entitlement. You are required to retain 39 hours annual leave (or part time equivalent) to cover the shutdown period over Christmas and New Year. **Annual leave is calculated on a pro rata basis for part time staff.**

Clothing: Clothing bearing the company logo will be provided and will require to be worn at all times accompanied by an ID Badge.

General: Hillcrest Maintenance have their own system in place for negotiating annual pay increases. Salary rates are aligned to the industry sector trade bodies, SJIB (Electricians), SNIPEF (Gas Engineers and Plumbers) and CIJC (Joiners, Painters and other craft trades) and SPADAC (Apprentice Painter). Employees have an option to join a Trade Union if they wish although Trade Unions are not currently recognised by Hillcrest Maintenance.

Smoking: The person appointed will be working in a non-smoking environment. There are no designated smoking areas within the office. Smoking is permitted outside the building and should be out of view of clients and, or customers. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are out with the control of Hillcrest Maintenance are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

Qualifications: Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

Rehabilitation of Offenders Act 1974: If you have any unspent convictions you must declare this on your application form.

In relation to 'spent' convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction and, or caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland's website at www.disclosurescotland.co.uk and check the 'Frequently Asked Questions'.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST MAINTENANCE. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.

Equal Opportunities:

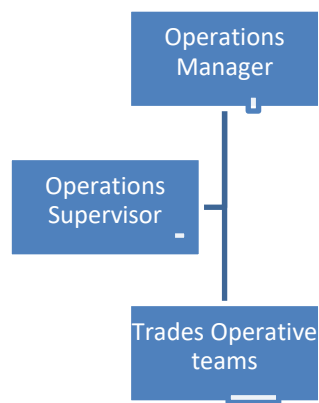
Hillcrest Maintenance is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favourable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Applications:

Please forward applications before the closing date.

Job Description

Job Title: Domestic Gas Fitter
Department: Hillcrest Maintenance Services Ltd
Responsible to: Operations Supervisor (Gas)



Main Purpose of Post:

- Provide gas safety checks and maintenance to Hillcrest Housing stock.

Main Duties and Responsibilities

- Providing a gas service, repair and maintenance service.
- Undertaking gas central heating upgrades, maintenance, service and repairs to gas heating systems equipment and devices.
- Ensure all plant, equipment and vehicles are kept in a clean, presentable and serviceable condition at all times.
- Assist with stock management and stock control as required.
- To liaise with customers to arrange appointments, access arrangements, discuss works.

- Carry out and complete all works to high quality and in a competent manner and with the property being left in a clean and tidy condition.
- To liaise with Managers and Supervisors as necessary to ensure the timely completion of works within agreed operational targets.
- Ensure accurate and timely completion of all paperwork and ensure this is passed to your Supervisor within agreed timescales.
- To complete accurately all works allocated via the mobile working device (PDA's).
- Ensure that any required qualifications for your position remain valid and to ensure that any necessary training is arranged through your supervisor and undertaken within the specified timescales.
- To attend meetings, training sessions and conferences as required.
- To participate in the Group's out of hour's emergency service.
- All employees must observe and comply with the Group's Health and Safety Policies and Procedures

Any other duties as may be required appropriate to the post.

Informal enquires regarding the above post can be made by contacting:

Keith Menmuir (Operations Supervisor) kmenmuir@hillcrestmaintenance.org.uk

Person Specification – Domestic Gas Fitter

| Attribute | Essential | Desirable | Method of Assessment |
|-----------------------------|--|--|---|
| Presentation | <ul style="list-style-type: none"> • Smart Appearance • Confident | | Observation |
| Qualifications | <ul style="list-style-type: none"> • Current Domestic Gas Certificate (CCN1, CKR1,HTR1,CEN1,CPA1) | <ul style="list-style-type: none"> • Current Commercial Gas Certificate – (CODNCO1, ICPN1, CIGA1, TPCP1). | Application Form Certificates |
| Experience | <ul style="list-style-type: none"> • Post-qualification experience covering a wide variety of gas maintenance including servicing. • Central Heating Installation experience • Experience of liaising with Suppliers and Sub-Contractors | <ul style="list-style-type: none"> • Housing Association experience | Application Form Interview |
| Skills and Abilities | <ul style="list-style-type: none"> • Good communication skills • Good organisational skills • Customer focus • Results driven with a 'get it right first time' approach to work • Ability to prioritise workload and work to a timetable. • Proactive approach to work • Good time-management skills • Driving Licence | | Application Form Interview References |
| Disposition | <ul style="list-style-type: none"> • Conscientious • Flexible • Ability to work with others and understands the benefits of team working • Ability to use initiative • Professional attitude | | Interview References |