

Job Profile

Job Title	Maintenance Fitter
Department	States Waterboard
Grade and salary	PSE Grade D/E
Job reference:	

Job description

To assist with all aspects of the Island's water supply, which includes water catchment, treatment and distribution and the maintenance of all the Water Board's estate, piping network and equipment Island wide.

The post holder is responsible to the Waterboard Manager.

Detailed responsibilities

To carry out work or assist others as instructed in one or more of the following areas:

- To install, maintain and repair the island pipe work infrastructure for both potable and raw water;
- Maintain levels of treated water in high level storage;
- Monitoring the operation of new membrane filtration plant and cleansing of rapid gravity filters;
- Maintenance of centrifugal pumps and plant as required;
- Maintenance of bore holes and control of surface water catchments;
- Maintenance, distribution and reading of consumer meters;
- Collection and collation of water samples for laboratory analysis;
- Maintenance of Waterboard grounds and premises, including minor structural repairs etc.;
- Produce, maintain and monitor the chemical water disinfection process;
- Other duties as required.

Values

Act as a role model for the States values in accordance with our values statement

- **Integrity** – in everything we do
- **Openness** – in our dealings with the public and colleagues
- **Customer focus** – by listening, explaining and responding to needs
- **Dignity and respect** – in how we treat everyone who comes into contact with us
- **Effectiveness** – in how we use our resources
- **Accountability** – for what we do

Core competencies and qualifications

Customer focus

- Treats all members of the public and colleagues in accordance with States values.

Communication

- Ability to take instructions and communicate clearly with colleagues.
- Written communication skills at a level to enable documents such as timesheets to be completed.
- Good numerical and IT skills.

Problem solving

- Ability to identify when a problem needs addressing, think clearly and use initiative to help identify clear, workable and creative solutions.

Team working

- Able to interact and work effectively as part of a small team.

Personal effectiveness

- Ability to work to deadlines whilst achieving quality results.
- Can cope with a diverse workload and be flexible when required. May include the need to work overtime on occasions.
- Work in a safe and responsible manner.
- Takes care of States vehicles, equipment and tools.

Personal experience and development

- Possesses relevant and recognised qualification with experience to do the job.
- Ability to undertake training and learn from the experience, including health and safety issues.
- Possesses a full driving licence. (A current driving licence is essential to this post).
- Contributes to own development and continuous improvement.

EMPLOYMENT DETAILS

The post is 38 hours per week basic, with additional overtime being essential over weekends, bank holidays and in accordance with seasonal and other demands.

The post is graded at Public Service Employee Grade D (£ 473.39 - £490.62) or Grade E (£539.13 - £558.97) per week, dependent on experience, rising by annual increments.

Pension Scheme – membership of the Pension Scheme is compulsory, at present member contributions equate to 6.5%.

Leave entitlement – 20 days pro rata increasing to 23 days once the maximum of 5 years is reached.

The post will be subject to a six month probationary period, reviewed at the three month stage and a basic police disclosure.

These conditions are issued in addition to the standard schedule of "Terms and Conditions of Employment" relating to Manual Workers employed by The States of Alderney, a copy of which is available on request.

CLOSING DATE FOR APPLICATIONS: Friday, 12th OCTOBER 2018

S Pengilley-Price
Executive Officer
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