

## CCS Domestic Gas Service Engineer Job Description

<b>Job Title:</b>	<b>Domestic Gas Service Engineer</b>	<b>Job Category:</b>	Gas & Mechanical
<b>Department/Group:</b>	Social Housing Service	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Andover / Yeovil	<b>Travel Required:</b>	Yes to site and office
<b>Level/Salary Range:</b>	£32,500 – £35,000 P/A	<b>Position Type:</b>	Full-time
<b>Senior Contact:</b>	Danny Gladwyn	<b>Date posted:</b>	NA
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	NA

### Applications Accepted By:

**E-mail:**  
[danny.gladwyn@correctcs.co.uk](mailto:danny.gladwyn@correctcs.co.uk)

**Attention:**  
Danny Gladwyn

**Mail:**  
Danny Gladwyn  
Unit 21B Hopkinson Way  
West Portway  
Andover  
Hampshire. SP10 3ZE

### Job Description

#### Job Purpose:

Carry out servicing of gas appliances and central heating systems to clients properties, conduct themselves professionally and responsibly at all times on behalf of CCS Limited. Also carries out all works in line with Gas Safety Installation and use Regulations, Gas Safe Register requirements, company procedures and stipulations.

#### Duties:

- Maintains job time frame and standards of the company by working efficiently and safely with a high quality finish.
- To deliver a high quality service to the client and their customers, having respect for all individuals and meeting the challenges presented.
- Carries out all works strictly in line with company procedures and all standards within the industry: - Gas Safe, Gas Regulations, code of practice and best practice.
- Repairs and minor works as and when required for installation call backs or remedial works.
- Breakdown attendance and response to urgent calls.
- To carry out ordering of parts and management of own jobs to ensure fast resolution to the clients issue or fault.
- Booking out parts on PDA.



- To clear each job from the hand held device and back office system as they are completed.
- To liaise with residents and CCS clients as and when required about the works being undertaken.
- To ensure all PPE is present and correct at all times.
- Ensure all equipment is calibrated and in good working order.
- To ensure all appointments are kept and all CCS tenants/clients are kept informed.
- To carry out duties as required by any senior manager or member of staff representing such manager.
- To stay up to date with all gas safety legislation and codes of practice involving your given discipline.
- Carry out all reporting of variations to any works and updating administration department of changes to requirements on site.
- Responsible for engaging and attending all staff briefings and company functions.
- Contributes to team effort by accomplishing related results as needed.
- Liaison with all other engineers and staff to ensure targets are reached, organizing electrical works and building works on any given installation.
- Production of a safety certificate or job sheet for all works, any other reports or records required for the works.
- Submitting a valid and accurate time sheet, delivery notes, expenses and any other documentation weekly.
- Participate in Company Callout rota.

**Skills/Qualifications:**

- General competence in Commercial and Domestic Gas CCN1, CPA1, CENWAT, CKR1, HTR1.
- C&G Energy efficiency.
- NVQ 2 or equivalent.
- Punctuality, professionalism, flexibility and working knowledge of Mobile PDA.
- Good fault finding skills.

**Experience Required:**

- Minimum of 3 years' experience.
- Experience of working within the Social Housing market on gas installation projects and maintenance contracts.
- Experience of working with residents and clients directly.
- A clean UK driving license and DBS check will be required.

**We are an equal opportunities employer and we welcome applicants no matter what their ethnicity, gender, sexuality, beliefs or nationality.**

Reviewed By:	Danny Gladwyn	Date:	04/2021
Approved By:		Date:	

Last Updated By:	Danny Gladwyn	Date:	04/2021
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