

<b>Job Title</b>	Trainee First Call Operative
<b>Reports to</b>	First Line Manager
<b>Purpose</b>	<p>The purpose of the job is to contribute to a cost effective, customer focused and a reliable gas service by undertaking a variety of different roles and responsibilities across the network as individual or as a team, within the Emergency &amp; Metering department.</p> <p>The job holder will be trained to an appropriate standard to carry out the duties allocated and will receive direction from a First Line Manager or equivalent.</p> <p>The job holder may well be an experienced practitioner in one aspect of the work, but, with appropriate training may also undertake activities across a wider cross section of work.</p>
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Receive instructions and requests, plan, organise and make the appropriate arrangements to ensure that work is carried out efficiently and safely.</li> <li>• Carry out all aspects of metering works, e.g., Fixes, Exchanges, Repairs and maintenance for all domestic and some non-domestic premises on both traditional and Smart meters including dual fuel and electric.</li> <li>• Provide outstanding customer service to all internal &amp; external stakeholders and drive company priorities and values.</li> <li>• Respond to emergencies such as Public Reported gas escapes, Carbon Monoxide related calls, pressure problems and no gas situations.</li> <li>• Undertake testing, survey, detection, and diagnostic work which may be of a non-routine nature, reporting results, ensuring safety and taking appropriate action in order to maintain the transportation system and associated equipment.</li> <li>• Work with and utilise other departments within WWU, carrying out special project work and annual maintenance programmes to maintain our gas network.</li> <li>• Provide advice, guidance and support for 3rd parties operating on or adjacent to the gas transportation system.</li> <li>• Assist in gathering information and preparing reports which may include participation in the preparation of technical information.</li> <li>• Inspection, storage, stock control, handling and issue of equipment, goods, and materials in accordance with standards and procedures, to meet the needs of WWU's operations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Work within and promote the philosophy of team working and development across all WWU activities to achieve business objectives and improve performance.</li> <li>• Operating and using mobile plant, mechanical lifting handling equipment, tools and other equipment properly and safely, ensuring they are correctly maintained and stored.</li> <li>• Operate in accordance with safety codes, legal and Company standards, regulations and other Codes</li> <li>• Ensure that the health and safety of themselves and others is not adversely affected by their actions or omissions.</li> <li>• Co-operate fully with management and employees to enable them to perform or comply with legislative duties placed upon them; this includes co-operating with the introduction of new systems and technologies designed to protect the health and safety of employees and the public.</li> <li>• Work various shift patterns which includes weekend and evening work, and participation in a 24/7 standby rota</li> </ul>
<b>Technical Know-How &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Maintain a safe and secure working environment.</li> <li>• Establish and maintain effective and working relationships.</li> <li>• The ability to manage time efficiently and effectively.</li> <li>• Good housekeeping of vehicle's, making sure sufficient stock is always kept.</li> <li>• Good practical skills</li> <li>• Good team working skills</li> <li>• Customer awareness and care</li> <li>• The ability to follow written and verbal instructions</li> <li>• IT systems and mobile technology</li> <li>• Ability to communicate with fellow workers, management, public officials, site managers and the general public in order to carry out work, deal with routine complaints and ensure that we satisfy our customers and the general public</li> </ul>
<b>Qualifications</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Full UK Driving Licence</li> </ul>