

JOB PROFILE

Post Title: Modern Apprentice Building Maintenance Technician

Post No: New Post

As a Modern Apprentice Building Maintenance Technician you will be supported to become a qualified Building Maintenance Technician.

Over a period of 4 years the Apprentice will complete an HNC in Construction Management and a SVQ Level 3 in Built Environment Design (2 years) leading to SVQ Level 4 in Built Environment Design Management (2 years).

The role involves assisting in the provision of surveying services, advice on estates and property matters such as the condition, defects and remedies. The apprentice will be required to work in buildings across the Council's estate including schools and care home settings.

The apprentice will work alongside a small team of professionals taking designs from inception to completion. The role involves learning how to support, define and organise repairs, maintenance and alteration works to properties. This must meet operational as well as statutory requirements (including health & safety) so that the building retains its function and value.

The apprentice will report to the Team Leader – Building and Burial Services, who will provide support and mentorship throughout the apprenticeship. The apprentice will be part of a team who will also provide on-the-job support and guidance.

Over the course of the apprenticeship, the apprentice will gain the required knowledge, experience, skills and abilities to undertake the following tasks:

- Carry out periodic building condition surveys by visiting occupied properties including schools and care home settings throughout Shetland.
- Define planned and future maintenance requirements
- Develop a brief at the inception of a project to ensure the needs are met and the design strikes the right balance between quality and cost.
- Ensure that the Council meets its legal requirements regarding
 - Construction (Design and Management) Regulations
 - Control of Legionella bacteria in water systems
 - Asbestos surveying
 - Management and the technical elements of Fire Risk Assessment.
- Communicate with building occupiers, construction professionals, contractors and skilled trades' people undertaking work. This will be through face-to-face meetings, telephone, email and other written communication.
- Produce CAD drawings to maintain a comprehensive database on occupied Council premises and layout.
- Preparing bills of quantities, specifications, schedules of work, sketch details and contract documents.

- Determine the best procurement option, appropriate forms of contract and obtaining prices for specialist works.
- Visit construction sites while work is in progress to manage the performance of contractors and ensure the standard of work meets the specified standard
- Undertake any other duties deemed appropriate for the effective performance of the role. From time to time, the Council may require the post holder to undertake duties outside those specified.

PERSON SPECIFICATION

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This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment & selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **Excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's Values, please visit the Shetland Islands Council's website and search for 'Our Values'

Additional Post specific attributes are set out below;

	ESSENTIAL	DESIRABLE
Personal Features / Qualities	General interest in building maintenance and projects Personal motivation and commitment to providing a high level of service for customers Capacity to work under pressure to meet deadlines while maintaining accuracy Physically fit Neat and tidy appearance as well as a courteous manner	
Relevant Experience		

Education	2 Highers or National Certificate in subjects such as Maths, Graphical Communication, Science, English, Technical Subjects or equivalent	
Skills, Abilities and Knowledge	Good communication skills (both spoken and written) Good ICT knowledge and skills in general office software. Good interpersonal skills Ability to work within a team	Knowledge of construction methods, details, defects and effective repairs on all building elements and services Previous experience in use of Computer Aided Drawing software.

Allowances: Distant Islands Allowance
 Evaluated Grade: MA
 Date of Evaluation: 01/07/2022
 Category: Trades & Operational
 PVG Membership: Children & Adult
 Disclosure Check: -
 Pre-Employment Medical Questionnaire: -
 Date of Last Amendment: 05/02/2026