OUTLINE JOB DESCRIPTION

## Building & Technical Services

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| POST  TITLE | **Semi-Skilled Construction Operative (PPM)** | POST  REFERENCE |  |  |  |  |  |  |
| Reports to: | Cyclical Maintenance Manager |  |  | | | | | |

The following information is provided to individuals joining City of Bradford Metropolitan District Council to understand and appreciate the accountabilities and responsibilities of their post and the role they are to play in the organisation. However, the following points should be noted:

1 Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this is not intended to specify every detail.

1. Officers should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.

3 As an Equal Rights employer we are committed to making any necessary reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue to work should they develop a disabling condition.

**PRIME OBJECTIVES**

To be responsible for ensuring that works to properties of the Authority, within their area of responsibility are carried out to the highest possible standard consistent with the contract specifications and conditions. Due regard being paid to legislation, Council Policies, Statutory regulations and Health and Safety at Work Act.

Work on own initiative, on sole tasks and within a team.

Prioritise own work load where necessary from that issued.

Undertake works in a wide geographical area utilising transport if provided.

The post outlined will include considerable work within council properties, and as such will require tact and patience, in addition to a high standard of conduct and behaviour.

**SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

Self-managing to ensure that the various PPM works instructions are carried out to specification and in accordance with categories, timetables and programmes.

**SUPERVISION AND GUIDANCE:**

Immediately responsible to the Cyclical Maintenance Manager from whom supervision, technical and procedural advice will be received as necessary.

**RANGE OF DECISION MAKING:**

Operational and some minor technical decisions relating to the carrying out of works within the particular craft in the most effective, efficient and economical way, and a quality in accordance with good building practice, and the Policies and Procedures of Building & Technical Services.

**RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

Directly responsible for equipment, materials and other assets issued to you, and jointly responsible for tools, protective clothing/equipment and documentation etc.

## RANGE OF DUTIES

1. To work within Building & Technical Services Planned Preventative Maintenance section.
2. Carry out a full range of labouring and Planned Maintenance duties in a wide range of Council properties and establishments to the required standards.
3. To abide by the requirements of HASAWA and all other related safety regulations and procedures and bylaws.
4. To work 37 hours per week as per requirements.
5. To create, keep, maintain and deliver job/work documentation as required by management.
6. To carry out such other duties of an equivalent or lesser nature as deemed necessary due to the astringencies of the workload.

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| Special Conditions of Service: | | |
| FOR USE BY HUMAN RESOURCES ONLY I confirm this JD has been checked and is appropriate and up to date.    Signed : Dated: | | |
| Compiled by:  JD | Grade Assessment Date: | Post Grade: |

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

**PERSONNEL SPECIFICATION**

**Post Title: Semi-Skilled Construction Operative (PPM) Post Reference:**

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| **SUMMARY OF JOB: See outlined Job description.** |
| Applicants should note that they will need to demonstrate that they possess the qualities set out in the personnel specification with reference to the specific post.  You should specifically outline how your experience, professional background (including qualifications and/or membership of any relevant professional body) and current knowledge and experience would fit the requirements for the post.  Bradford is an Equal Opportunities Employer and requires its employees to carry out its policies concerning racial and sex equality and the rights of people with disabilities both in terms of equal opportunity for employment and access to the Council Services. Job Share applicants welcome for all full-time posts unless otherwise stated in the advertisement  We are committed to making reasonable adjustments to the job role and working environment so that disabled people have access to job opportunities or current employees can continue at work should they develop a disabling condition. |

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| --- | --- | --- | --- |
| EXPERIENCE | Have 3 years’ experience as a Labourer in the building trade. | 3 years’ experience as a Labourer in the building or technical trade.  Experience working with Planned Preventative Maintenance of buildings.  Experience within a plumbing background. | Interview  Application Form  References |
| **QUALIFICATIONS** | CSCS Card |  | Certificates  Interview |
| **TRAINING** | Be willing to undertake any job related training as necessary by Management and Self development training. | Have training in Health and Safety  Have training in plumbing  Have training in PPM works | Interview  Application Form  References |
| **SPECIAL KNOWLEDGE** | Knowledge of the implications of HASAWA and COSHH | Knowledge of basic software packages such as Word, Excel. | Interview  Application Form  References  CSCS Card |
| **CIRCUMSTANCES ‑ PERSONAL** | Eligible to work in the United Kingdom in accordance with the Asylum and Immigration Act 1996.  Hold a full driving licence | Full clean driving licence. | Sight of appropriate documentation as specified in interview letter |
| **DISPOSITION –ADJUSTMENT/ ATTITUDE** | Honest, courteous, diligent, punctual.  Good Team worker.  Able to communicate at all levels.  Be self motivated and able to show initiative.  Be prepared to wear protective clothing. | Appreciate the behavioural standards expected in customers and clients properties. | Interview  References |
| **PRACTICAL & INTELLECTUAL SKILLS**  **PRACTICAL & INTELLECTUAL SKILLS** | Be numerate and Literate.  Be able to follow set policies and procedures.  Able to complete work to the required standard of accuracy.  Able to work to deadlines and give customer care. | Able to produce accurate logs of information | Interview  References |
| **PHYSICAL/SENSORY** | Must be able to work at heights.  Be able to bend and lift. |  | Discussion at interview. |
| **EQUALITY** | Candidates should indicate an acceptance of and commitment to the principles underlying the Council’s Equal Rights policies and practices.  Committed to the equitable delivery of high quality services. | Understanding of the minority communities present within the District and demonstrable experience of working with groups from the same or similar backgrounds.  Understanding of the Disability Discrimination Act and its impact upon service delivery. | Interview |

‡ Use of References: References will only be read by the recruitment panel following interviews, after the preliminary selection decision has been made.

**SPECIAL CONDITIONS**

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| Management requires that the following checks be carried out as part of the recruitment process e.g. CRB, Warner Process. | Level of Disclosure:  Not applicable |
| If applicable - GOQ & Section of the Act that applies.  (Wording for advertisement) |  |
| Exempt from job share. Exemption registration number: |  |
| Occupational Health check required. |  |
| Any other special conditions. |  |

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| Compiled by:  JD  13/03/18 | Grade Assessment Date: | Post Grade: | **FOR USE BY HUMAN RESOURCES ONLY** |
| I confirm this PS has been checked and is appropriate and up to date.  Signed:  Date: |