**FACILITIES MANAGEMENT**

**JOB DESCRIPTION - CRAFTWORKER**

REF NO TS1002

LOCATION Generic Craft Job Description

**JOB TITLE Mason/ General Construction Operative**

**DEPARTMENT Building and Technical Services**

This document has been prepared in a joint exercise between Management and Trade Union representatives.

It has been agreed as a reasonable record of the duties and responsibilities of the job described. It is recognised that broad headings have been used and assumes that the usual associated tasks and routines are included.

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 OF THE POST:**

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 the Heath and Safety at Work Act.

Carry out the full range of duties relevant to the trade and associated duties in a wide range of non-housing Council properties and establishments to the required standards.

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

Prioritise own workload where necessary from that issued.

Undertake works in a wide geographical area utilising the transport provided where applicable.

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

**SKILLS:**

The ability to carry out the allocated tasks to the highest level of skill in the appropriate specialism.

In delivery of the service to Craft worker must be able to deal effectively with the public/customer in a courteous manner.

Must be experienced in the use of such tools, plant equipment and materials as are applicable in her/her specialism and the general activities of the construction industry.

Must be competent in the following construction skills:-

* Masonry/Bricklaying
* Plastering
* Tiling
* Propping works
* Minor Ground Works

Experienced in setting up and use of a wide range of tools, plant equipment and materials used in the general construction industry.

Must hold a full current driving licence.

**RESPONSIBILITY FOR PEOPLE:**

Must undertake all duties in compliance with Health and Safety regulations, particularly in the use of machines, plant, equipment, chemicals etc.

Must have due regard for the safety of other employees, members of the public and the customer in the delivery of the service.

**RESPONSIBILITY FOR RESOURCES:**

Has the responsibility for the safe keeping and proper use of vehicles, tools, plant, equipment and materials allocated to him/her in accordance with the tasks undertaken.

**SUPERVISORY RESPONSIBILITIES:**

Responsible for the guidance and training of Trainees/Apprentices assigned to them and the guidance of craft workers in matters relating to Building Procedures ensuring at all times good working practices and health and safety codes of practice are maintained.

**INITIATIVE:**

Make decisions within the broad guidelines e.g. issued contract conditions, specifications, in the delivery of the service, consulting Senior Management as and when necessary.

**MENTAL EFFORT:**

Must be constantly alert to the proper use of vehicles, plant and equipment to ensure that all safety aspects are adhered to.

Responsible for the identification of materials and equipment needed for the required tasks and the completion of all associated paperwork.

**PHYSICAL EFFORT:**

Majority of the time will be spent on work relative to general activities of the construction industry. These include the physical aspects of walking, kneeling, bending, pulling/ pushing, lifting and carrying or any other physical attribute required. Work at heights from ladders, roofs, scaffold etc and working in confined spaces.

**WORKING CONDITIONS:**

The Mason/ General Construction Operativewill be required to work both indoors and outdoors in all weathers except in the case of extreme climate or hazardous climatic conditions whilst working outside. The Mason/ General Construction Operativewill be issued with and required to wear the Services uniform including any protective clothing, in accordance with statutory or the Services regulations whilst working with hazardous materials or specialist equipment.

**SUMMARY OF MAIN TASK: % TIME/WEEK**

The Craft worker will be expected to undertake any task he/she 100

is employed and trained for, including any specialist/

Subsequent training he/she has received.

**ANY OTHER TASKS:**

General housekeeping in the delivery of the service.

Any tasks in which a particular individual is deemed by management the have the appropriate skills.

Driving to and from premises in a safe manner in accordance with statutory regulations and the driver’s charter.

**QUALITY ASSURANCE:**

In pursuit of the Services commitment to quality, to carry out duties in accordance with the stated or implied requirements of the Services’.

**EQUAL OPPORTUNITIES COMMITMENTS:**

CBMDC is an Equal Opportunities employer and as such employees are required to comply with good Equal Opportunities proactive in every aspect of their work.

To be accountable for those responsibilities appropriate to the activities as set out in the Building Services Safety Policies and in addition to take all due care for his/her own health and safety and that of all others who may be affected by the activities.

**Compiled By: Mark Robinson**

**Assessment Date** 12/09/2016

**Issue Date:** 12/09/2016

**Job Grade: Main Trade A to D**

**Line Manager:**

**Date:**

**Trade Union Representative**

**-----------------------------------------------**

**Date:---------------------------------------**

**Revision Date** 26 June 2000

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

**PERSONNEL SPECIFICATION**

**Post Title: Mason/ General Construction Operative 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** | Time served apprenticeship in Bricklaying, Masonry or Plastering with two years post qualification practical working experience in maintenance and projects. | five years’ experience in Bricklaying, Masonry or Plastering in maintenance and small projects | Interview  Application Form  References |
| **QUALIFICATIONS** | City & Guilds Advanced Craft Certificate in Bricklaying, Masonry or Plastering, or NVQ Level three in Bricklaying, Masonry or Plastering or equivalent qualifications. | Site Safety Management (SMSTS) | Certificates Application Form |
| **TRAINING** | Be willing to undertake any job related training as necessary by Management and Self development training. | Health and Safety Training  Abrasive wheels and Cut off saws.  Tower Scaffold. | Interview  Application Form  References |
| **SPECIAL KNOWLEDGE** | Knowledge of the implications of HASAWA and COSHH  Must be able carry out multi wet trade duties  CSCS card Holder | Knowledge of CDM regulations | Interview  Application Form  References |
| **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  Capable of driving vehicles up to 7.5 tonne (C1) | 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** | 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. |  | Interview  References |
| **PHYSICAL/SENSORY** | Must be able to work at heights.  Be able to bend and lift.  Work in confined spaces |  | Discussion at interview. |
| **EQUALITY** | * Candidates should indicate an acceptance of and commitment to the principles underlying the Council’s Equal Rights and Diversity policies and practices. * They should be able to display a positive approach to achieving practical solutions to equality and diversity.   They should demonstrate an awareness of fairness, equality & diversity issues in relation to their chosen area of work. | 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: | 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: |