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| **Department** | **Department of Place** |
| **Job Title** | CONSTRUCTION OPERATIVE – STREET MASON |
| **Grade** | Grade 6 |
| **Primary Purpose of Job** | To support the works of the Highway services division by undertaking highway related operational duties. |
| **Reporting To** | Highways Technical Supervisor |
| **Staffing** **Responsibilities** | Lower Graded Operatives* To apply craft skills and act as a lead role to direct the undertaking of maintenance and construction works in an efficient manner.
* To effectively organise mason related projects and complete assigned operational works.
* To liaise with line management and oversee on site subordinate staff, be self motivated and to work alone or as part of a team.
* To ensure works are carried out in a safe manner and undertake the safe operation of plant/equipment at all times, with particular responsibility for the safety of the workforce and public in relation to it.
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**Main Duties**

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| **1** | To take the lead when on site when working as part of a two man team. |
| **2** | Be authorised officer on site in the absence of the Technical Supervisor/Ganger. |
| **3** | The laying of all types of footway/carriageway surfaces, i.e, pre cast concrete flags, kerbs, edgings concrete, block paving, natural stone materials and bituminous materials to correct line and levels. |
| **4** | Set out and work t precise levels in drain laying, trenching, timbering, steel fixing, reinforced concreting, manhole construction, sewers/tunnels, shuttering. |
| **5** | The excavation for and laying of service ducts, installation of street furniture and bridge works. |
| **6** | Ensure full compliance with Health & Safety legislation and guidelines and to be familiar with and implement the Council’s Health & Safety Policy. Utilise the department’s codes of safe working and divisional risk assessments to ensure the safety of the public and co-workers. |
| **7** | Pay specific attention to the requirements of the Health & Safety at work act and signing of works in accordance with Chapter 8 regulations. |
| **8** | The interpretation of engineering drawings and service drawings. |
| **9** | Undertake CAT scans prior to start of works and ensure utilities apparatus are highlighted |
| **10** | Operate plant and machinery, powered and manual hand tools. |
| **11** | Where appropriate work with limited supervision and direct lower graded operatives. |
| **12** | Work with limited supervision and direct lower graded operatives. |
| **13** | The ability to organise the effective use of plant, labour and materials on site. |
| **14** | To seek out/suggest new methods of working in order to improve efficiency within the division. |
| **15** | Complete all job documentation relevant to the position, including work tickets, orders an timesheets to agreed timescales. |
| **16** | Liaise with site engineers, technicians, authorised officers and where appropriate officers/staff from outside agencies. |
| **Date Job Description prepared/updated:** | **Sean Croudace July 2018** |
| **Job Description prepared by:** | **David Houghton** |



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| **Department** | **department of pLACE** |
| **Job Title** | **CONSTRUCTION OPERATIVE – STREET MASON** |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Ability to set out work to precise levels in aspects of Civil Engineering type works, including flagging, kerbing, block paving and all types of footway/carriageway bituminous surfaces. | Application Form/Interview |
| 2. | Knowledge of different types of Civil Engineering products and their use for operational activities. | Application Form/Interview |
| 3. | An understanding of the various types of plant and machinery required to undertake operational tasks and the skills necessary to use them. | Application Form/Interview |
| 4. | Appropriate trade skills necessary to maintain high standards of work. | Application Form/Interview |
| 5. | Ability to direct/lad operatives on site and lead by example to ensure production levels maintained and completed in a safe manner. | Application Form/Interview |
| 6. | The ability to give instructions in a clear and concise manger and interpret information such as service drawings and engineering drawings.  | Application Form/Interview |
| 7. | Planning and organisational skills necessary to work under own initiative and as a member of a team. | Application Form/Interview |
| 8. | Be able to manage own time and be punctual. | Application Form |
| 9. | Ability to complete essential paperwork as detailed on the job description. | Application Form/Interview |
| 10. | Have a sound knowledge of construction based Health & Safety legislation and guidelines. | Application Form/Interview |
| 11. | Conscientious attitude towards work duties. | Application |
| 12. | Ability to accept and understand verbal and written communications from higher graded operatives and line management. | Application Form/Interview |
| 10. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Experience of Highway maintenance work and standards expected to deliver quality works in a safe manner. | Application Form/reference |
| 2. | Experience in the utilisation of specialist road materials. | Application Form/reference |
| 3. | N.R.A.S.W.A accreditation , City & Guilds Craft Certificate or NVQ in construction Level 2 or equivalent. | Application Form/reference |
| 4. | Minimum 3 years experience in Street Masonry | Application Form/reference |
| 5. | Full Driving Licence | Application Form/reference |
| 6. | Experience/associated accreditation in relation to the use of plant and machinery, powered and manual hand tools. | Application Form/reference |
| **3. Work Related Circumstances** |
| 1. | Physically fit for employment involving heavy lifting. | Medical |
| 2. | Ability to access a number of sites throughout the Authority.  | Medical |
| 3. | Working patterns of hours between 7am to 7pm Monday to Friday in response to operational and customer demands, with possible overtime requirements. | Interview |
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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | LGV/HGV driving licence | Interview |
| 2. | CSCS card holder | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. |  |  |
| 2. |  |  |
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| **Date Person Specification prepared/updated:** | **Sean Croudace July 2018** |
| **Person Specification prepared by:** |  |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.