CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Corporate Resources** | **SERVICE GROUP: Built Environment** | |
| **POST TITLE: Semi Skilled Construction Operative** | **REPORTS TO: Works Officer** | |
| **GRADE: Labourer/** **Semi Skilled Construction Operative Band 1 to 2** | | **SAP POSITION NUMBER: 11008017** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | | | | |
| To work within the Built Environments Project and Planned section ensuring that works to properties of the Authority are carried out to the highest possible standard consistent with the contract specifications and conditions. | | | | |
| **Main Responsibilities of Post:** | | | | |
| Carry out a full range of semi-skilled and site labouring duties.  Carry out driving/delivery duties when required using the appropriate vehicle.  Prioritise own workloads where necessary from that issued  Use tools, plant equipment and materials as are applicable in their specific area safely and in accordance with the general activities of the construction industry.  To abide by the requirements of HASAWA and all other related safety regulations and procedures and by-laws.  Pay due regard to legislation, Council Policies, Statutory regulations and Health and Safety at Work Act.  Carry out such other duties of an equivalent or lesser nature as deemed necessary.  Immediately responsible to the Works Officer from whom supervision, technical and procedural advice will be received as necessary. | | | | |
| **Structure:** | | | | |
| **Special Knowledge Requirement. Will be used for shortlisting.** | | | | |
|  | | | **Essential** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | | |  | |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Lower thresholdlevel – where the person is able to demonstrate that they can during the interview:    a) Can express themselves fluently and spontaneously , almost effortlessly | | | Yes | |
| Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of  work | | | Yes | |
| Ability to adopt a process of continual improvement and suggest ways of  working more efficient and effectively to improve service delivery. | | | Yes | |
| Knows and understands how to use, interpret, handle and communicate  information | | | Yes | |
| Evidence of Continuous Professional Development | | | Yes | |
| A basic working knowledge of all construction practices | | | Yes | |
| Good customer relationship skills | | | Yes | |
| Happy to undertake further training when required | | | Yes | |
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| **Relevant experience requirement: Will be used for shortlisting** | | | |
| Three years’ experience as a Labourer in the building or a technical trade. | | | |
| Valid Driving Licence | | | |
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| **Relevant professional qualifications requirement: Will be used for shortlisting** | | | |
| Training or experience in construction based trades | | | |
| Health & Safety training | | | |
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| **Core Employee competencies to be used at the interview stage.** | | | |
| **Carries Out Performance Management** | | | |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard. | | | |
| **Communicates Effectively** | | | |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** | | | |
| **Carries Out Effective Decision Making** | | | |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. | | | |
| **Undertakes Structured Problem Solving** **Activity** | | | |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. | | | |
| **Operates with Dignity and Respect** | | | |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face. | | | |
| **Working Conditions:** | | | |
| 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.  Be prepared to work both indoors and outdoors in all weathers except in the case of extreme climate or hazardous climatic conditions whilst working outside.  Be prepared 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.  Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  Adept at working at heights, walking, kneeling, bending, pulling/ pushing, climbing steps, ladders and scaffolding.  Able to work in confined spaces  Capable at lifting and handling | | | |
| **Special Conditions:** | | | |
| A DBS check will be carried out as the candidate will be working in schools and in buildings where service users may be vulnerable adults. | | | |
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| **Compiled by: Mark Robinson**  **Date: 27/10/2022** | **Grade Assessment Date:** | **Post Grade:** | |