

**JOB DESCRIPTION QUESTIONNAIRE**

<b>Job Title:</b>	Groundworker/ Fencing Operative
<b>Reports to:</b>	Supervisor/ Contracts Manager
<b>Department:</b>	Housing, Neighbourhoods and Communities
<b>Section:</b>	Housing

**Purpose of the Job**

Undertake general groundwork & fencing repairs and replacement activities to Housing Properties, delivering high customer service and satisfying all safety, quality and cost control standards. Work will be predominantly focused on visiting occupied properties, delivering repairs and maintenance works.

**Principal Accountabilities**

- Experienced in delivering all Groundwork and Fencing repairs/replacements to support completion of repair/refurbishment works on time and to a high standard in accordance with agreed standard operating procedures.
- Work as part of a team or alone in Groundwork and Fencing repairs/replacements.
- Mentoring an Apprentice, if required, including supporting them in gaining all training requirements and ensuring their compliance with H&S, escalating any concerns to your line manager.
- Take ownership in undertaking fault finding, maintenance repairs and new installations, aiming for a first-time completion where possible – including maintaining a vehicle stock as per operating procedures.
- Working effectively to ensure productivity is maximised and labour and material costs are kept to a minimum, with only essential purchases.
- Providing a positive customer experience including but not limited to adopting a professional, helpful approach with service users and all other internal and external customers, exhibiting a professional appearance and attitude, displaying BHCC ID badges when attending to works, maintaining condition of vehicles, driving and parking courteously.
- Process all activities electronically or manually as required. This includes but is not limited to completing risk assessments, worksheets, timesheets, photographic evidence of works before/during and after, van stock replenishment, booking of annual leave, vehicle inspections and writing reports on works required or completed as necessary.
- Follow and support policies, procedures, initiatives and work instructions at all times and keep all supplied council assets in a good condition in line with council policies, reporting to your Manager where damages occur.
- Utilise existing stock or collect materials, as and when required, to meet works order requirements, in accordance with standard operating procedures.

- Attend and actively participate in all meetings and training sessions (including Tool Box Talks) as required.
- Follow guidance for call out service if carrying out work out of hours.
- Communicating with the planning team – to book in any required further works detailing the length of time required and providing full work descriptions and highlighting urgency of works, any special order materials or any other details needed to ensure successful completion.
- On arrival at a job, assess the scope of the work required and, where relevant, advise the Planning Team/Supervisor of any inaccuracies in the job specification and that an amendment to the scope of works may need to be considered.
- Escalate any need for technical support to works supervisors in the first instance.
- Communicate any works delays with planning team to allow reallocation of works.
- Working well as part of a team, linking with and supporting other trades to ensure successful completions of works.
- Ensure compliance and adherence to H&S regulations, BHCC standard operating procedures, BHCC values and quality assurance
- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident, incident or near miss according to Health and Safety Policy.
- Demonstrate, maintain and monitor the council's commitments to best practice with legislation, codes of practice & good working practices relevant to all work activities.
- Undertake any other duties as required by the council, provide back up to other Groundworkers/Fencers to cover any absences or support with works.
- Carrying out weekly vehicle checks to confirm the vehicle is in a roadworthy condition and it has not sustained any damage. Any issues with condition of the vehicle and/or damage need to be reported as per the fleet process and reporting to your line manager with details of action taken. Also checking contents of vehicle to monitor and confirm van stocks are being maintained and fire extinguishers are in date and suitable/safe for use.

### **General Accountabilities**

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.5 of the Health & Safety Policy:

- To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
- To use equipment according to instructions
- To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
- To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council's Equalities and Equality in Employment Policies.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

## BRIGHTON & HOVE CITY COUNCIL

### PERSON SPECIFICATION

<b>Job Title:</b>	Groundworker/ Fencing Operative
<b>Reports to:</b>	Supervisor/ Contracts Manager
<b>Department:</b>	Housing, Neighbourhoods and Communities
<b>Section:</b>	Housing

### Essential Criteria

<b>Job Related Education, Qualifications and Knowledge</b>	<ul style="list-style-type: none"><li>• Educated to NQF level 2 in a multi trade discipline or equivalent experience in trade discipline</li><li>• Good knowledge of the building/ civil engineering industry, groundworks and fencing.</li><li>• Good understanding of health and safety.</li><li>• Good knowledge of risk assessments and method statements.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Good experience in a building construction/maintenance environment working as a groundworker/ fencing operative.</li><li>• Experience of working with general building tools and equipment and personal protective equipment.</li><li>• Experience of hand excavation, and concreting/ slab laying.</li><li>• Role will include using medium to heavy concrete breakers.</li><li>• Experience in removing and re installing all types of fencing along with varying types of fence repairs.</li><li>• A good understanding of basic building and carpentry would be advantageous,</li><li>• Ability to set out and install new fencing.</li><li>• Good experience of working with service users.</li></ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Good written verbal communication skills.</li><li>• Able to understand and follow standard operating procedures.</li><li>• Able to use a PDA/ Hand held device.</li><li>• Good problem-solving skills and able to apply trade skills and knowledge effectively.</li><li>• Good understanding of health and safety.</li><li>• Able to work well and calmly under pressure and to deadline.</li><li>• Work well alone, but also as part of a team.</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Full, current driven licence, with an ability to drive flat bedded transit type vehicles.</li><li>• A good understanding of carpentry works would be advantageous.</li><li>• Role holders must be fit and healthy, and able to carry heavy materials, this is a very physical role, which would also involve hand excavations.</li><li>• Must be honest, reliable, hardworking, and keen.</li><li>• Produce finished work to a high standard.</li></ul>