

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: General Operative

REFERENCE NO: COM887

SALARY SCALE: Scale 3 (scp 7-8) £24,294 to £24,702 per annum

HOURS OF WORK: 37 Hours Per Week

POST NO: M09

SERVICE AREA: General Works

RESPONSIBLE TO: Principal Surveyor

RESPONSIBLE FOR: -

JOB PURPOSE: To assist in carrying out general repairs and new works in the Borough and to undertake other work of a general and routine nature within the direct services organisation as required.

KEY RESULT AREAS:

- To carry out a wide range of new works, repairs and maintenance including tasks such as plumbing works, joinery works, concreting works, bitmac surfacing, flag and block paving, kerbing, fencing, painting, drain clearing, roofing etc.
- To carry out the routine cleaning of minor repairs within any of the public conveniences.
- To drive as required, the vehicle provided to carry out the work being undertaken by the team.
- To assist, as required, with the cleaning of the vehicles used to carry out the work of the team.
- To assist occasionally any trades person employed by the DSO.
- To complete daily records about work undertaken.
- To operate machinery and equipment provided to carry out the duties of the post and to undertake the relevant training.
- To take part in the appropriate training required to carry out the duties of the post, enhance personal development and participate in the Council's Risk Assessment procedures.
- To wear the appropriate personal protective clothing whilst at work as supplied by the Council.

- To assist in cases of emergency.
- You may be called upon at any time in emergency situations to volunteer to provide assistance outside of normal working hours.
- To comply with the Drivers' Handbook, carrying out the necessary checks and reporting faults as soon as practicable.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities, health and safety, standards of dress and behaviour.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed Date

Name (Print)

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
A full UK driving licence		Application Form/ Interview
	LGV/HGV C1 - 7.5t driving licence with trailer	Application Form/ Interview
	NVQ in cleaning skills	Application Form/ Interview
	Health & Safety certificates relevant to building/ construction industries	Application Form/ Interview
	Professional competencies relevant to building/ construction industries	Application Form/ Interview
	NVQ in a trade allied to the building/construction industries	Application Form/ Interview
	Licence/CoPC to operate construction plant/ machinery	Application Form/ Interview
Experience		
Working as part of a team		Application Form/ Interview
Working in building or construction trades		Application Form/ Interview
	General cleaning experience	Application Form/ Interview
	Cleaning experience in a commercial environment	Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Experience		
	Operation of plant or construction machinery	Application Form/ Interview
Skills/Knowledge		
Understanding of the importance of Customer Service		Application Form/ Interview
Awareness of the importance of Health and Safety in a working environment		Application Form/ Interview
	Awareness of health and safety regulations relating to the use of cleaning agents/chemicals	Application Form/ Interview
	Awareness of health and safety regulations relating to the building/construction industries	Application Form/ Interview
	Joinery skills	Application Form/ Interview
	Plumbing skills	Application Form/ Interview
	Operation of building/ construction industries plant and machinery	Application Form/ Interview
Additional		
Commitment to providing a quality service		Application Form/ Interview
Ability to work unsupervised		Application Form/ Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Ability to use own initiative		Application Form/ Interview
Ability to manage own time effectively		Application Form/ Interview
Reliable		Application Form/ Interview