

# Job Description



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

|                     |                    |
|---------------------|--------------------|
| <b>Directorate</b>  | Community Services |
| <b>Service Area</b> | General Works      |

| <b>Post Details</b>   |                                |
|---|--------------------------------|
| <b>Job Title</b>  | General Works Foreman          |
| <b>Post Number</b>  | M01                            |
| <b>Reference</b>  | COM954                         |
| <b>Scale</b>  | Scale 6 (scp 21-24)            |
| <b>Contract</b>   | Permanent                      |
| <b>Location of Work</b>   | Salthill Depot                 |
| <b>Directly responsible to</b>  | Principal Surveyor             |
| <b>Directly responsible for</b>   | Maintenance and cleaning staff |
| <b>Hours</b>  | 37 hours per week              |
| <b>JE Reference</b>   | GLPC                           |
| <b>Primary purpose and scope of the job</b>   |                                |
| <p>The supervisor will be expected to undertake manual work as part of the team and to allocate work to the employees in the general works section on a daily basis and supervise its execution so as to ensure an efficient and cost effective service is provided to all.</p> |                                |

### **Key Tasks and Responsibilities**

- To programme and allocate work on a daily basis to the employees in the General Works Section.
- To inspect and supervise works being carried out so as to ensure quality standards are being met and the work is being done in the most efficient, cost effective and safe way possible and to carry out work along with other staff.
- Be part of the team of manual workers and would be expected to undertake manual work as part of the team with the supervisory responsibility.
- To ensure work carried out by all General Works staff is in compliance with Health and Safety requirements, safe working practices and the Council's Risk Assessment Procedures.
- To order goods and materials for use by the General Works Section.
- To support the Storeperson/Administrative Officer in the running of the stores system.
- To assist in the overall management of the Depot site.
- To take the lead in responding to the provision of services out of normal working hours to include dealing with flooding:
  - jetting of sewers;
  - dealing with flooding issues.
  - Emergency reactive works
  - Election duties
- To support the Principal Surveyor in the execution of his duties.
- 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 and health and safety. Ensure all risk assessments are up to date and relevant training is undertaken
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

### **Review Arrangements**

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

|                              |   |
|------------------------------|---|
| <b>Prepared / Revised By</b> | - |
| <b>Role</b>                  | - |
| <b>Date Revised</b>          | - |

# Person Specification



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## Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

|                     |                       |
|---------------------|-----------------------|
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| <b>Post Number</b>  | M01                   |
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| <b>Scale</b>        | Scale 6 (scp 21-24)   |
| <b>Directorate</b>  | Community Services    |
| <b>Service Area</b> | General Works         |

## Criteria

| <b>Experience</b>   |     |   |
|---|-----|---|
| Leading teams in a construction environment.  | A/I | E |
| Extensive experience of grounds works, joinery, bricklaying, plumbing and drainage.               | A/I | E |
| Wide ranging experience in a handyman type capacity undertaking low value work to a high quality. | A/I | E |
| Providing substantiated quotes for both potential internal and external clients.                  | A/I | E |
| Operation of a variety of plant and construction machinery.                                       | A/I | E |
| Operating in a site / contracts manager capacity.   | A/I | D |
| Dealing with day to day matters in order to ensure the smooth running of the service.             | A/I | D |
| Tracking project costs and providing information to meet budget requirements.                     | A/I | D |
| Management of cleaning services in a commercial context.  | A/I | D |

## Skills and Abilities

|  |     |   |
|--|-----|---|
| A good knowledge of health and safety and risk assessment procedures.              | A/I | E |
| Handyman type skills, knowledge and experience.                                    | A/I | E |
| An excellent knowledge of drainage, joinery, plumbing, brickwork and stonework.    | A/I | E |
| A good working knowledge of commercial cleaning methods, procedures and practices. | A/I | D |

| <b>Education, Qualifications and Knowledge</b>   |     |   |
|--|-----|---|
| A full UK driving licence.   | C   | E |
| NVQ or high quality qualification in a typical construction trade e.g. joinery, plumbing, brick laying or stone masonry. | C   | D |
| Attended an asbestos awareness course.   | A/I | E |
| A relevant Health and Safety qualification i.e. IOSH working safely or managing safely.                                  | A/I | E |
| Qualified to operate a JCB digger.   | A/I | D |
| Qualified to operate a mobile elevated platform.   | A/I | D |
| Qualified to operate a forklift truck.   | A/I | D |
| LGV driving licence.   | A/I | D |
| Qualified to operate a mobile jetter unit.   | A/I | D |

| <b>Other requirements</b>   |     |   |
|---|-----|---|
| Physically fit and able to complete demanding tasks in inclement weather conditions.  | A/I | E |
| Ability to lead in a positive and proactive manner.   | A/I | E |
| Ability to operate in a flexible and versatile, making use of excellent customer service skills.  | A/I | E |
| Ability to co-ordinate multiple tasks at any given time and allocate staff resources accordingly.   | A/I | E |
| Commitment to providing a high quality service at all times, including personal attendance on occasional out of hours / weekends working. | A/I | E |
| Consistently reliable, punctual, helpful, and co-operative.   | A/I | E |
| An excellent communicator:<br>Internally - within the team, Upwards - to line managers Externally - with private sector clients.          | A/I | E |
| Ability to be highly motivated and enthusiastic in a way that positively impacts the wider team.  | A/I | E |
| Excellent character and determination to see tasks through from instruction to practical completion.                                      | A/I | E |

| <b>Methods of Assessment Key</b> |             |               |
|----------------------------------|-------------|---------------|
| A Application Form               | I Interview | C Certificate |

|        |                |                      |
|--------|----------------|----------------------|
| T Test | P Presentation | AC Assessment Centre |
|--------|----------------|----------------------|

**Review Arrangements**

The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

|                              |   |
|------------------------------|---|
| <b>Prepared / Revised By</b> | - |
| <b>Role</b>                  | - |
| <b>Date Revised</b>          | - |