

JOB DESCRIPTION



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

JOB TITLE: General Works Foreman

REFERENCE: COM937

SALARY SCALE: Scale 6 (scp 21-24) £33,143 to £35,412 per annum

HOURS OF WORK: 37 Hours Per Week

POST NO: M01

SERVICE AREA: General Works

RESPONSIBLE TO: Principal Surveyor

JOB PURPOSE: 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.

KEY RESULT AREAS:

- 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.

Signed

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Date

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Name (Print)

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PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Qualifications		
A full UK driving licence.		Application Form/Interview
NVQ or high quality qualification in a typical construction trade e.g. joinery, plumbing, brick laying or stone masonry.		Application Form/Interview
Attended an asbestos awareness course.		Application Form/Interview
	A relevant Health and Safety qualification i.e. IOSH working safely or managing safely.	Application Form/Interview
	Qualified to operate a JCB digger.	Application Form/Interview
	Qualified to operate a mobile elevated platform.	Application Form/Interview
	Qualified to operate a fork lift truck.	Application Form/Interview
	LGV driving licence.	Application Form/Interview
	Qualified to operate a mobile jetter unit.	Application Form/Interview
Experience		
Leading teams in a construction environment.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Experience		
Extensive experience of grounds works, joinery, bricklaying, plumbing and drainage.		Application Form/Interview
Wide ranging experience in a handyman type capacity undertaking low value work to a high quality.		Application Form/Interview
Providing substantiated quotes for both potential internal and external clients.		Application Form/Interview
Operation of a variety of plant and construction machinery.		Application Form/Interview
	Operating in a site / contracts manager capacity.	Application Form/Interview
	Dealing with day to day matters in order to ensure the smooth running of the service.	Application Form/Interview
	Tracking project costs and providing information to meet budget requirements.	Application Form/Interview
	Management of cleaning services in a commercial context.	Application Form/Interview
Skills/Knowledge		
A good knowledge of health and safety and risk assessment procedures.		Application Form/Interview
Handyman type skills, knowledge and experience.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Skills/Knowledge		
An excellent knowledge of drainage, joinery, plumbing, brickwork and stonework.		Application Form/Interview
	A good working knowledge of commercial cleaning methods, procedures and practices.	Application Form/Interview
Additional		
Physically fit and able to complete demanding tasks in inclement weather conditions.		Application Form/Interview
Ability to lead in a positive and proactive manner.		Application Form/Interview
Ability to operate in a flexible and versatile, making use of excellent customer service skills.		Application Form/Interview
Ability to co-ordinate multiple tasks at any given time and allocate staff resources accordingly.		Application Form/Interview
Commitment to providing a high quality service at all times, including personal attendance on occasional out of hours / weekends working.		Application Form/Interview
Consistently reliable, punctual, helpful, and co-operative.		Application Form/Interview
An excellent communicator: Internally - within the team, Upwards - to line managers Externally - with private sector clients.		Application Form/Interview

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
Additional		
Ability to be highly motivated and enthusiastic in a way that positively impacts the wider team.		Application Form/Interview
Excellent character and determination to see tasks through from instruction to practical completion.		Application Form/Interview