

# 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>                                                                                                                                                                        | Casual General Operative                                               |
| <b>Post Number</b>                                                                                                                                                                      | M09                                                                    |
| <b>Vacancy Reference</b>                                                                                                                                                                | COM966                                                                 |
| <b>Scale</b>                                                                                                                                                                            | Scale 3 scp 7 £14.14 per hour plus 12.07% in lieu of leave entitlement |
| <b>Contract</b>                                                                                                                                                                         | Casual                                                                 |
| <b>Location of work</b>                                                                                                                                                                 | Depot                                                                  |
| <b>Directly responsible to</b>                                                                                                                                                          | Principal Surveyor                                                     |
| <b>Directly responsible for</b>                                                                                                                                                         | -                                                                      |
| <b>Hours</b>                                                                                                                                                                            | No guaranteed hours                                                    |
| <b>JE Reference</b>                                                                                                                                                                     | GLPC                                                                   |
| <b>Primary purpose and scope of the job</b>                                                                                                                                             |                                                                        |
| 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 Tasks and Responsibilities**

- 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.

### **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> | Daniel Green       |
| <b>Role</b>                  | Principal Surveyor |
| <b>Date Revised</b>          | 23 July 2026       |

# 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.

|                          |                                                                        |
|--------------------------|------------------------------------------------------------------------|
| <b>Job title</b>         | Casual General Operative                                               |
| <b>Post Number</b>       | M09                                                                    |
| <b>Vacancy reference</b> | COM966                                                                 |
| <b>Scale</b>             | Scale 3 scp 7 £14.14 per hour plus 12.07% in lieu of leave entitlement |
| <b>Directorate</b>       | Community Services                                                     |
| <b>Service Area</b>      | General Works                                                          |

## Criteria

| <b>Experience</b>                               |     |   |
|-------------------------------------------------|-----|---|
| Working as part of a team                       | A/I | E |
| Working in building or construction trades      | A/I | E |
| General cleaning experience                     | A/I | D |
| Cleaning experience in a commercial environment | A/I | D |
| Operation of plant or construction machinery    | A/I | D |

| <b>Skills and Abilities</b>                                                                 |     |   |
|---------------------------------------------------------------------------------------------|-----|---|
| Understanding of the importance of Customer Service                                         | A/I | E |
| Awareness of the importance of Health and Safety in a working environment                   | A/I | E |
| Awareness of health and safety regulations relating to the use of cleaning agents/chemicals | A/I | D |
| Awareness of health and safety regulations relating to the building/construction industries | A/I | D |
| Joinery skills                                                                              | A/I | D |

| <b>Skills and Abilities</b>                                        |     |   |
|--------------------------------------------------------------------|-----|---|
| Plumbing skills                                                    | A/I | D |
| Operation of building/ construction industries plant and machinery | A/I | D |

| <b>Education, Qualifications and Knowledge</b>                             |   |   |
|----------------------------------------------------------------------------|---|---|
| A full UK driving licence                                                  | C | E |
| LGV/HGV C1 - 7.5t driving licence with trailer                             | C | D |
| NVQ in cleaning skills                                                     | C | D |
| Health & Safety certificates relevant to building/ construction industries | C | D |
| Professional competencies relevant to building/ construction industries    | C | D |
| NVQ in a trade allied to the building/construction industries              | C | D |
| Licence/CoPC to operate construction plant/ machinery                      | C | D |

| <b>Other requirements</b>                 |     |   |
|-------------------------------------------|-----|---|
| Commitment to providing a quality service | A/I | E |
| Ability to work unsupervised              | A/I | D |
| Ability to use own initiative             | A/I | D |
| Ability to manage own time effectively    | A/I | D |
| Reliable                                  | A/I | D |

| <b>Methods of Assessment Key</b> |                |                      |
|----------------------------------|----------------|----------------------|
| A Application Form               | I Interview    | C Certificate        |
| T Test                           | P Presentation | AC Assessment Centre |

| <b>Review Arrangements</b>                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>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.</p> |

|                              |                    |
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