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|  | | | | JOB DESCRIPTION | | | | | Form JD1 |
| JOB TITLE: Bricklayer | | | | | **POST NUMBER:** 1100CRZ | | | | |
| **REPORTS TO** (Job Title): | | | | | Supervisor | | | | |
| **DEPARTMENT:** Building Maintenance | | | | | GRADE: 7 | | | | |
| **JE REF:** | | | 3293 B00562 | | PANEL DATE: | | | 051113 | |
| **1.** | **MAIN PURPOSE OF JOB**  To be able to provide a professional quality of Craftsmanship and customer orientated delivery of service to all the Building Department’s internal and external customers  To be able to work on your own initiative and organise workload levels or work within a team discipline to identify Health & Safety strengths and areas for improvement and communicate these to your Supervisor for inclusion into the Management process  To adopt a multi skilled approach to tasks to allow job completion with the minimum visits and follow on from other trades. | | | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | | | |
|  | 1. | Undertake, with minimum supervision, routine maintenance/inspection  and repair work on commercial and domestic buildings | | | | | | | |
|  | 2. | To undertake maintenance and building work on the full range of properties involving brickwork and block work, concrete, paving foundation work | | | | | | | |
|  | 3. | To undertake, as and when required, bricklaying, concrete laying and foundation work associated with major and minor new construction work. | | | | | | | |
|  | 4. | To undertake work associated with lying of drainage systems above and below ground. | | | | | | | |
|  | 5. | To undertake all maintenance work involving your trade eg pointing, larger areas of plastering full walls and ceilings and plaster covings, fencing, floor and wall tiling. | | | | | | | |
|  | 6. | Have a good knowledge of general building and construction  practices and be able to carry out multi-skilling duties. | | | | | | | |
|  | 7. | To set up a variety of access equipment ensuring compliance  with Health and Safety Regulations. | | | | | | | |
|  | 8. | Be able to comply with the current Customer Service Standards applicable to this role.  Be able to monitor the post holder’s own customer care skills and the need to review if necessary. | | | | | | | |
|  | 9 | Assist with the training and day to day supervision of any apprentice employed including safe & proper guidance of procedures and working practices. | | | | | | | |
|  | 10.  11. | Ensure that all worksheets. Documents and other paperwork are submitted correctly and on time as and when required | | | | | | | |
|  | 12.  13 | Undertake accurate assessment of jobs, requisition of materials, taking all necessary measurements/information, picking up materials, van stock control and all associated with the aforementioned works inc. estimating & providing quotes and prices. inc. safe disposal of all waste materials.  Awareness of building fabric and construction methods in relationship to Asbestos awareness, Fire barriers and Building regulations etc. | | | | | | | |
|  | 14. | Be able to monitor the postholder’s own customer care skills and the need to review if necessary | | | | | | | |
|  | 15.  16.  17.  18.  19.  20.  21. | Have a flexible approach to working hours and at the request of the Supervisor assist if possible and convenient with out of hours working  Provide guidance, advice and liaise with contractors, clients, customers and staff as required.  Undertake training as appropriate to ensure the necessary skills, competencies and qualifications to carry out the post.  Assist in the receipt, issue, pricing of extra works via site instructions, orders ect.  Be responsible for your allocated vehicle and the operation of any ancillary equipment.  Carry out daily vehicle checks and complete associated paperwork as required.  Undertake work in a safe manner, & maintain continual awareness/vigilance regarding building fabric and construction methods in relationship to Asbestos Awareness, Fire-stop’s/ barriers, pipework/electrical cables etc in relation to British Standards & Building Regulations. | | | | | | | |
|  | 22 | To undertake such other duties and responsibilities of an equivalent nature as may be determined by the potholder’s Supervisor, such as other Craft and Engineering trade operations linked to Multi-skilled working and the development of the service into alternative work streams and the extension of the client base. | | | | | | | |
|  | 23 | Plan/organise work/route effectively to ensure that appointment deadlines are achieved as far as practicable | | | | | | | |
|  | 24 | Trace mains water leaks.dig out repair or renew water mains to domestic properties | | | | | | | |
|  | 25 | Working at heights using all types of ladder and mechanical access systems. | | | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  No. reporting - | | | | | | | | |
| Direct: 1-3 Apprentices between 4 bricklayers | | | | | Indirect: 0 | | | |
| **4.** | **CREATIVITY & INNOVATION**  The post holder must be able to demonstrate high level problem solving techniques to be able to diagnose and solve technical and problems on complex installations and be able to offer recommendations, advice & solutions to achieve a successful outcome.  Be able to provide creative and innovative solutions for the diverse types of properties, installations and the nature of tasks undertaken, due to age, access restrictions, outside influences (ie. Previous DIY installations) etc.  To assist towards the formulation of a training plan and assist towards the unit’s skills base (other skills that you may have that are not directly related to your post)  The post holder is involved in the process of identifying new ways of improving the service provided to customers, this is done as part of a group led by management.  To be able to work on your own initiative, to plan and organise your workload and the ability to work flexibly and adapt to changing priorities.  Able to work with good attention to detail and accuracy. | | | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**  Some of the contact can be confrontational when assessing and negotiating with customers regarding repairs to their equipment. The post-holder must be customer-focused/orientated & able to use tact & diplomacy in handling such situations.  Dealing with routine issues with both staff and customers of the service. Requiring tact and sensitivity on a daily basis.  On site liaison & Meetings with Heads of Establishments, site Managers, Caretakers, Designers and Technical representatives.  Liaison with utility companies, public utilities, other contractors, sub contractors, material suppliers and technical help lines.  Ability to work within a pre-allocated appointment system, including direct liaison with tenants as required.  Regular meetings with construction work-based Assessors/Reviewers  for apprentice training inc. associated paperwork and reports.  To inform tenants (with reasons) when it is not possible to attempt or complete a repair within a first visit and to make mutually agreed arrangements to return and complete work outstanding.  To liaise as necessary with other sections and trades to ensure the implementation and completion of repairs and maintenance works  Ability to work in a non-discriminatory manner, in accordance with the Council’s Equal Opportunities Policy | | | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  **Discretion**  Decisions may need to be taken which may have an effect on the service, the customer and staff. For example, taking the necessary actions when disconnecting drainage and water systems – such situations need to be handled tactfully & sensitively with the customer.  The post holder will need to organise & prioritise work in order to ensure appointments are achieved in order to satisfy customer requirements & satisfactory delivery of service.  Onsite decision making and solutions, such as identifying the requirement for a spare part, raising the order, & making arrangements to revisit & complete the job within agreed timescales.  Day to day decisions could influence future service delivery.  Responsible for specific area of work within the wider building services processes and team. Low level operation decisions made in the absence of the Supervisors. Consequences Everyday decision making could be of a safety-critical nature, ie making judgements on structural safety of building parts when customers have carried out DIY installations removed walls etc Potential short-term impact on service delivery and operational reputation.  Decisions will have an impact on the service delivered to customers | | | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget, and not including desktop equipment.)*  Description  Tools and Equipment  Mobile technology equipment  Van stock materials  Vehicle | | | | | | Value  £ 500  £300  £ 700  £ 17000 | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work Demands The job is subject to reacting to emergency works at Local Authority properties.  The job is subject to meeting appointments made by others.  Although some of the work is planned, quite a lot of the work is done on a reactive basis and the post holder has to organise their work in order to meet the demands put on them and make arrangements with their supervisor if these cannot be met. Physical demands The work is of a physical nature and the post holder is expected to climb ladders, work at height, and work under floors and spends most of the day standing, walking and occasionally lifting.  The works are carried out by qualified trades people and requires high levels of concentration. Working conditions The post holder is required to work in various conditions such as dirty or empty dwellings which may have no heating and on occasion, no natural light.  To comply with corporate policies and procedures, as appropriate (eg financial regulations, personnel policies etc)  On occasions, some of the conditions can be cramped when accessing system components fitted in cupboards etc. The post holder is also required to work outside in all weather conditions on a regular basis. Working unsupervised within buildings with vulnerable people & elderly, mentally & infirm (EMI) (ie; Elderly peoples homes, children’s homes & special needs schools)  Contact with used needles, human and dog excrement Work context The post holder spends the majority of their time working on their own in occupied properties where they may occasionally be at risk of both physical abuse and aggressive behaviours from the occupants. Eg Needles, drug use, Dogs and verbal abuse  Work must be carried out within the procedures set out in the Safety Method Statements and the post holder must work within the ‘Duty of Care’ of employees to all Health & Safety legislation appropriate to the post and towards colleagues. Customers and the general public.  Ensure that all accidents and near misses are reported when they happen  Ensure employees compliance within the Health & Safety at work act 1974.  Able to work at heights when required and recognise and use any necessary safety equipment. | | | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**  Apprentice trained Bricklayer or suitable equivalent  Education and training to NVQ level 3 in Bricklaying or equivalent  Knowledge of Health & Safety procedures in relation to work and the general Building Industry  NVQ level 2 Maintenance Operations Multi Skilling  Full Driving Licence Relevant to vehicles used and weight restrictions  Ability to work at heights & suitably trained in use of access equipment  Construction skills Health and Safety Test  COSHH regulation training  Ability to safely load vehicles/materials  Sharps and drug related work awareness training  Mobile working (smart working)  Undertaken Asbestos awareness training.  The ability to complete and submit accurate worksheets, documents and associated paperwork on time and when necessary  The ability and experience to carry out site based Risk Assessments and awareness of safe systems of work  Cherry Pickers and Access platform trained  Cable avoidance tool & locator trained  Knowledge of Construction related Health, Safety, Welfare & Environmental legislation.  Ability to work as part of a team by sharing knowledge & experience in order to gain clear results.  Confined spaces training  To be able to recognise training requirements specific to the post or for future advancement.  To assist towards the formulation of a training plan and assist towards the unit’s skills base (other skills that you may have that are not directly related to your post).  Ability to remain calm and diplomatic in a fast paced responsive repair  Environment. | | | | | | | | |
| **10.** | **Position of Job in Organisation Structure**   |  | | --- | | Job Reports to:  Supervisor |  |  |  |  | | --- | --- | --- | | THIS JOB |  | Other jobs at this level:  Electricians, Heating engineers, Joiners, Plumbers, Bricklayers, Plasterers, Roofers. |  |  | | --- | | Jobs reporting up to this one:  None | | | | | | | | | |