

## Construction and Maintenance Family

A job family is a method of defining jobs. The emphasis is on focusing on a group of similar roles rather than individual jobs. A job family considers how many levels of that type of work there are and describes the key factors that differentiate one level from the next. It can be used to provide a clear structure for defining how individuals may progress and develop, as well as providing a tool to allow managers to put the right people in the right job.

This document describes the Construction and Maintenance Job Family within Derbyshire County Council. Each level in this job family is differentiated by changes in accountabilities, technical knowledge and skills expected at each level. It can be used to identify and understand the work expected at each level and where individual roles fit against each level.

Each level describes expectations, if required, relating to: people management, equality and diversity, health and safety and risk management.

### **The family's key characteristics are:**

- Providing a range of building and highway services: directly or by managing, organising and deploying skilled and semi-skilled tradespersons and contractors.
- Providing a construction and maintenance service for buildings, highways and associated assets and open spaces.
- Maintenance of council owned vehicles and plant and other assets.
- Deploying or understanding the skills and expertise necessary to provide a range of building services.

The levels of work are primarily dictated by the size of individual projects, and the scale and geographic spread of the employees supervised. At lower levels the extent of expertise in building services is also important.

The family covers traditional wet and dry building trades areas and highway asset maintenance and construction, with senior managers as subject experts in a particular field, working with the design and project engineers to ensure work is completed to standards and budgets. At lower levels staff members directly provide a trade service or support the work of a specialist.

**Members of the family include:**

- Managers responsible for interpreting plans, organising teams and individuals to fulfil plans, specialised trades persons and support workers including contractors.
- Supervisors and team leaders, often on a 'working' basis.
- Ancillary support staff.

**Job Family: Construction and Maintenance**

**Code: CAM11**

**Grade: 11**

**Level Purpose:**

To manage a large team or service area. Jobs provide a critical specialist technical service, to a specific area or project within Construction and Maintenance supporting the authority in meeting statutory obligations.

**Overall:**

Jobs at this level are likely to require applied and theoretical knowledge, though with an emphasis on practical applied knowledge. Job holders are authoritative on technical and construction issues. Forward planning could be for months ahead, though they will contribute to longer-term development.

This level requires knowledge and experience to resolve complex issues; proactively anticipate problems and recommend solutions. Job holders may manage large numbers of staff and/or are required to advise and influence regularly on the basis of technical knowledge and understanding. Therefore the focus is on influencing and successfully managing others to achieve service efficiency and effectiveness.

**People Management**

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

**Equality and Diversity**

Actively support the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Identify opportunities and risks associated with the service and escalate/report to management.

**Job Family: Construction and Maintenance**

**Code: CAM11**

**Grade: 11**

**Representative Accountabilities & Responsibilities:**

- Supervision or management of a defined team providing clear organisation, direction and development
- Contribute to the delivery of large, complex projects and/or manage the delivery of projects/programme of work, ensuring legislative requirements are met and that work is delivered in accordance with agreed standards, specification and budget
- Support the maintenance of a highly competent and participative work environment, promotion of high quality standards and contribute to the development of high performance teams to meet service objectives and targets
- Develop and monitor medium to long term plans/programme to ensure allocated workload is adequately resourced and achievable within timeframe
- Monitor, influence and report on budget status to ensure work is undertaken in a cost effective way and to recommend corrective action when required
- Provide technical advice, guidance and direction and identify training needs of others
- Build good working relationships with internal and external stakeholders to ensure project/programme delivery and to share and identify best practice/working methods/ procedures
- Contribute to the continuous appraisal of service efficiency levels and ensure service delivery is customer focused
- Prepare reports, technical documentation and provide information
- Ensure all work is carried out in accordance with health and safety and environmental regulations and procedures

**Job Family: Construction and Maintenance**

**Code: CAM11**

**Grade: 11**

**Typical Knowledge, Skills & Experience:**

- Relevant degree/specialist qualification or equivalent and relevant post qualification experience or significant relevant and practical experience either in a specific technical discipline or of working on complex technical projects
- Comprehensive and up to date knowledge of relevant legislation, regulations and procedures
- Detailed knowledge of highway construction processes, techniques, materials and plant
- Experience of and ability to manage, motivate and develop a team
- Ability to plan, deliver and monitor a programme of work within an agreed timescale
- Financial experience or training sufficient to manage budgets and procurement of support contracts where appropriate
- Ability to influence, guide and coach effectively at all levels
- Experience of producing workable/practical, cost effective solutions to complex problems, often at short notice
- Ability to understand and explain complex technical information
- Commitment to monitoring and improving efficiency levels
- Knowledge and experience of effective health and safety procedure application in the work place and for construction and maintenance works

**Job Family: Construction and Maintenance**

**Code: CAM10**

**Grade: 10**

**Level Purpose:**

To manage the delivery of an effective support service aligned to the Council's strategic aims and objectives or to provide technical advice, expertise and experience in a specialist work area.

**Overall:**

Jobs at this level are likely to require professional qualifications and/or relevant experience to provide specialist knowledge and skills ensuring that services meet and operate within national and local standards, legislation and procedures.

Understanding and communication are important to jobs at this level, influencing others is necessary in order to achieve the required outcomes.

**People Management**

Supervise, organise, advise and motivate a team, specifically undertaking: management of performance, discipline and grievance, training and development support, absence management.

**Equality and Diversity**

Actively support the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Identify opportunities and risks associated with the service and escalate/report to management.

**Job Family: Construction and Maintenance**

**Code: CAM10**

**Grade: 10**

**Representative Accountabilities & Responsibilities:**

- Management of staff including absence monitoring, appraisal, training, development, recruitment & selection
- Carry out highly skilled and complex range of activities to support the overall delivery of services and attainment of key business objectives and targets
- Supervise and coordinate and influence the work of others, technicians, contractors as allocated, ensuring work is completed on time and to required standards in accordance with the customer's specifications
- Assist with the preparation and implementation of work programme including organisation of materials, plant and labour as required
- Liaise with internal and external colleagues, project members, contractors and suppliers to resolve technical issues and ensure project progress and delivery
- Inspect works to ensure compliance with required standards, customer requirements, and performance targets and take corrective action under direction of line management as appropriate
- Provide advice and support to internal colleagues as required
- Use technical knowledge and expertise to analyse the situation, formulate recommendations and following approval, arrange for works to be carried out in accordance with agreed timeframe, budget and specification
- Negotiate, as required, with external suppliers and contractors to obtain value for money and ensure compliance with contract documentation
- Produce information, analysis and reports to ensure line management are informed of project/work progress, problems and agreed resolutions
- Produce and contribute to a range of project/work documentation ensuring accuracy and completeness in accordance with procedures e.g. technical drawings, specifications, estimates, risk assessments, schedules, tenders
- Ensure all work is carried out in accordance with health and safety and environmental regulations and procedures

**Job Family: Construction and Maintenance**

**Code: CAM10**

**Grade: 10**

**Typical Knowledge, Skills & Experience:**

- Relevant technical/professional and industry competency qualifications with experience, and/or significant relevant and practical experience
- Confident practical knowledge of best practice, techniques and working methods relating to area of work
- Ability to work autonomously to plan, organise and control works/site based activities, including labour, plant and materials
- Good level of knowledge of legislation, procedures and documentation relevant to area of work
- Proven ability to supervise and allocate work to others, to monitor their performance, and if necessary, to take corrective action
- Proven analytical and diagnostic skills to identify and recommend workable and cost effective solutions within time constraints
- Ability to control small budgets and the procurement of support contracts
- Ability to complete documentation, answer technical queries and provide technical support to others
- Commitment to delivery of a high quality, customer focused service in a competitive environment
- Ability to negotiate and persuade and build and maintain effective working relationships at all levels
- Knowledge and experience of effective health and safety procedure application in the work place and for construction and maintenance works



**Job Family: Construction and Maintenance**

**Code: CAM09**

**Grade: 9**

**Level Purpose:**

To provide effective construction, maintenance, repair or related services through the management of sites and staff or providing specialist and technical input within a specific area. A well-developed knowledge of related activities in other areas is needed.

**Overall:**

Jobs at this level have an emphasis on practical applied knowledge of specialised methods and processes, dealing with day-to-day problems as referred by members of the team, judging when to involve more senior managers. Job holders provide clear advice to internal and external customers, establishing and maintaining effective working relationships.

Job holders assess the impact of their advice on the service area. They manage their work independently, usually allocating and co-ordinating the activities of others.

**People Management**

Allocate work and monitor the standard of team performance and ensure resolution of any issues.

**Equality and Diversity**

Actively support the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Identify opportunities and risks associated with the service and escalate/report to management.

**Job Family: Construction and Maintenance**

**Code: CAM09**

**Grade: 9**

**Representative Accountabilities & Responsibilities:**

- Carry out skilled and complicated activities within a functional area in accordance with agreed and defined standards and procedures
- Inspect and test works to ensure that workmanship and materials used comply with customer requirements, quality standards, regulations and contract documentation
- Maintain detailed accurate records and provide analysis, information and reports as required
- Apply specialist technical knowledge and expertise to assess situations, develop a solution and, if appropriate, following approval/agreement from line management arrange for work to be carried out
- Liaise with internal and external colleagues/contractors to ensure works are completed and delivered on time and according to requirements
- Assist with control of resources and budgets
- Supervise and support staff, ensuring their development and provision of effective services
- Negotiate with external contractors/suppliers to obtain value for money for the business
- Produce information, reports and analysis to ensure all parties are informed of work progress
- Assess performance of operation against required standards, taking corrective action where required
- Ensure health and safety and environmental regulations and procedures are adhered to

**Job Family: Construction and Maintenance**

**Code: CAM09**

**Grade: 9**

**Typical Knowledge, Skills & Experience:**

- Newly qualified in a relevant discipline, or part qualified with some relevant experience, or having significant practical experience and industry competency in a specific discipline
- Comprehensive understanding of relevant methods, systems, procedures, regulations and documentation governing area of work
- Knowledge of principles/materials/practical methods/techniques applicable to area of work
- Ability to work autonomously and with initiative
- Ability to plan, monitor and evaluate work and to take necessary corrective action, or identify issues that need to be escalated
- Good analytical, problem solving, numeric and literacy skills
- Ability to maintain accurate manual and electronic records
- Written and verbal communication skills and the ability to build relationships and influence others based on knowledge of the area
- Proven experience of working as part of team to meet service standards, targets and deadlines
- Experience of/ability to supervise staff to meet organisational objectives where required
- Knowledge and experience of effective health and safety procedure application in the work place and for construction and maintenance works including the preparation and application of risk assessments

**Job Family: Construction and Maintenance**

**Code: CAM08**

**Grade: 8**

**Level Purpose:**

To contribute to the effective provision of construction, maintenance, repair or related services by managing sites and / or providing specialist input: as a member of a team of skilled workers or an individual providing specific expertise.

**Overall:**

Jobs at this level are authoritative on procedures of some complexity and variety, with an in-depth knowledge and understanding of particular issues. Planning and organising is a key element.

This level requires experience of appropriate work processes and a full understanding of their importance to the overall work area. Understanding, influencing and communication with others are important considerations in achieving objectives and successfully delivering outcomes.

**People Management**

Instruct and guide colleagues in the distribution and conduct of work in the team.

**Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Contribute to risk awareness in carrying out your duties and raise issues where appropriate.

**Job Family: Construction and Maintenance**

**Code: CAM08**

**Grade: 8**

**Representative Accountabilities & Responsibilities:**

- Manage, organise and undertake duties in the area of work concerned providing a specialist service to meet performance and quality standards
- Work expertly and safely with a range of equipment, materials and substances, including, where necessary, vehicles and powered plant
- Complete related documentation, financial and stock control, including, where necessary, creating and maintaining databases and providing management information
- Undertake risk assessments as needed and devise and implement safe systems of working to ensure the health and safety of staff, service users and the general public
- Apply a sound understanding of methods and processes in order to provide information, advice and recommendation to customers, service users and colleagues to facilitate the provision of an effective service
- Undertake short term planning and organisation to ensure completion of work required to required standards and within pre-determined timescales
- Supervisory responsibility for a team of staff including allocation of work and provision of instruction and support
- Assess performance of operation against required standards, taking corrective action where required
- Undertake all duties in accordance with health and safety and environmental requirements and to required standards
- Undertake appropriate training to develop knowledge in the area of work
- Take responsibility and action for identifying areas of improvement within range of operations including risk awareness

**Job Family: Construction and Maintenance**

**Code: CAM08**

**Grade: 8**

**Typical Knowledge, Skills & Experience:**

- NVQ level 3 or equivalent vocational qualification and certification together with relevant experience and industry competency within specified area of work
- Significant experience of working within relevant area of operation and of procedures/working practices involved, including supervising skilled workers where relevant
- Understanding of the work of other team members and the relationship between different areas
- Knowledge and understanding of relevant regulations, standards and legislative requirements governing area of work
- Experience and knowledge of the use of equipment including, where necessary, vehicles, machinery and plant
- Ability to work as part of a team contributing to effective service delivery
- Ability to maintain and update accurate manual and electronic records
- Supervisory experience and ability
- Detailed, in-depth knowledge and understanding of health and safety and environmental requirements relevant to particular area of work
- Comprehensive understanding of safe working practices relating to area of work, including manual handling and use of equipment and materials, together with the ability to undertake risk assessments
- Ability to plan and organise to ensure effective delivery of service to required standards
- Self-motivation with the ability to work effectively to deadlines
- Ability to communicate clearly with a customer focus with a willingness to help and advise others
- Appropriate level of literacy and numeracy skills

**Job Family: Construction and Maintenance**

**Code: CAM07**

**Grade: 7**

**Level Purpose:**

To contribute to the effective provision of a construction or maintenance service by providing specialist input: as a member of a team of skilled workers or an individual artisan. This may include responsibility for a site or area of work and the supervision of staff.

**Overall:**

Jobs at this level require experience of resolving practical construction matters, and a thorough understanding of procedures for a complex process or system.

Knowledge gained through training or work experience is required for the application of practical methods and techniques. Job holders plan and co-ordinate activities with minimum supervision, in a well-structured environment which requires independent analysis and judgement. The job may include supervising a team of similar support roles and / or having regular contact with others.

**People Management**

Allocate routine or basic work to team colleagues and co-ordinate the work tasks, under instruction.

**Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

**Job Family: Construction and Maintenance**

**Code: CAM07**

**Grade: 7**

**Representative Accountabilities & Responsibilities:**

- Plan, oversee and undertake duties in the area of work concerned providing a specialist service to required standards
- Work expertly and safely with a range of equipment, materials and substances, including, where necessary, vehicles and powered plant
- Complete related documentation, financial and stock control
- Undertake risk assessments as needed and implement safe systems of work to ensure the health and safety of staff, service users and the general public
- Liaise with customers, service users, contractors and/or statutory authorities and members of the public, providing advice, direction and information and promoting customer care
- Undertake planning and organisation of short term activities to ensure completion of work to required standards and within pre-determined timescales
- Identify faults/problems and recommend straightforward, practical solutions
- Supervise team and allocate work on a day to day basis
- Provide advice, instruction and support to new and junior colleagues
- Undertake all duties in accordance with health and safety and environmental requirements and to required standards
- Undertake appropriate training to develop increased expertise in the area of work
- Take responsibility and action for identifying areas of improvement within range of operation, including risk awareness



**Job Family: Construction and Maintenance**

**Code: CAM07**

**Grade: 7**

**Typical Knowledge, Skills & Experience:**

- Relevant Level 3 qualification
- Significant experience of working within relevant area of operation and of procedures/working practices involved
- Knowledge of relevant regulations, standards and legislative requirements governing area of work
- Experience and knowledge of the use of equipment including, where necessary, vehicles and powered plant
- Ability to work as part of a team contributing to effective service delivery
- Ability to maintain accurate manual and electronic records
- Experience of and ability to supervise staff
- Detailed, in-depth knowledge and understanding of health and safety requirements relevant to particular area of work
- Comprehensive understanding of safe working practices relating to area of work, including manual handling and use of equipment and materials, together with the ability to undertake risk assessments
- Ability to plan and organise and undertake duties to ensure effective delivery of service to required standards
- Self-motivation with the ability to work effectively to deadlines
- Ability to communicate clearly with a customer focus with a willingness to help and advise others
- Appropriate level of literacy and numeracy skills

**Job Family: Construction and Maintenance**

**Code: CAM06**

**Grade: 6**

**Level Purpose:**

To provide a construction or maintenance service where the understanding of methods used and a developed skill appropriate to the job discipline is important. The job may be responsible for a site or area of work which may involve supervising staff.

**Overall:**

Jobs at this level require knowledge and understanding of construction or maintenance processes and procedures, and their importance to the overall work area.

Knowledge gained through training or work experience is required for the application of practical methods and techniques. Job holders work under general supervision, prioritising work on a daily or week-to-week basis, with the knowledge to arrive at conclusions and take necessary action within procedural constraints.

**People Management**

Allocate routine activities to team colleagues and co-ordinate the work tasks, under instruction.

**Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

**Job Family: Construction and Maintenance**

**Code: CAM06**

**Grade: 6**

**Representative Accountabilities & Responsibilities:**

- Participate in construction or maintenance activities providing a service to required standards which may require co-ordination of others
- Work expertly and safely with a range of equipment, materials and substances, including, where necessary, vehicles and powered plant
- Complete related clerical work, documentation, financial and stock control
- Undertake risk assessments as needed and comply with safe systems of work to ensure the health and safety of staff, service users and the general public
- Liaise with customers, service users and/or statutory authorities, sub-contractors and members of the public, providing advice and information and promoting customer care
- Plan and organise short term activities including day to day allocation of tasks to team members
- Select appropriate methods of working and materials to ensure completion of work to required standards
- Identify faults/problems and recommend straightforward, practical solutions
- Provide advice, instruction and support to new and junior colleagues
- Undertake all duties in accordance with health and safety and environmental requirements and to required standards
- Undertake appropriate training to develop increased expertise in the area of work concerned
- Take responsibility for identifying areas of improvement within range of operation, including risk awareness

**Job Family: Construction and Maintenance**

**Code: CAM06**

**Grade: 6**

**Typical Knowledge, Skills & Experience:**

- Relevant vocational or industry competency qualification/ training
- Experience of working within a relevant area of operation and of procedures/working practices involved
- Knowledge of relevant regulations, standards and legislative requirements governing area of work
- Relevant experience and knowledge of the use of equipment including, where necessary, vehicles and powered plan
- Ability to work as part of a team contributing to effective service delivery
- Ability to maintain accurate manual and electronic records
- Ability to supervise staff
- Detailed knowledge and understanding of health and safety and environmental requirements relevant to particular area of work
- Comprehensive understanding of safe working practices relating to area of work, including manual handling and use of equipment and materials
- Ability to plan and organise and undertake duties to ensure effective delivery of service to required standards
- Self-motivation with the ability to work effectively to deadlines
- Appropriate level of literacy and numeracy skills
- Ability to communicate clearly with a customer focus

**Job Family: Construction and Maintenance**

**Code: CAM05**

**Grade: 5**

**Level Purpose:**

To provide a construction or maintenance service, meeting required performance and quality standards, helping to ensure the delivery of Council services.

**Overall:**

Job at this level carry out a range of practical and where appropriate craft tasks, through use of equipment and machines and knowledge of construction or maintenance procedures. Job holders operate within well-defined processes and take responsibility for completing work and meeting deadlines within work routines.

Job holders respond to routine queries or circumstances independently. However scope is limited and procedures are well defined. Constraints on the role are clear: the job holder will refer unusual or difficult problems to more senior roles. Courtesy and effectiveness in dealing with others required.

**People Management**

Co-ordinate the work of a team.

**Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

**Job Family: Construction and Maintenance**

**Code: CAM05**

**Grade: 5**

**Representative Accountabilities & Responsibilities:**

- Participate in construction or maintenance activities providing a service to required standards
- Work competently and safely with a range of equipment including, where necessary, vehicles and powered plant
- Complete related clerical work, documentation and stock control
- Undertake risk assessments as needed and comply with safe systems of work to ensure the health and safety of staff, service users and the general public
- Liaise with customers and/or statutory authorities, sub-contractors and members of the public in a courteous and appropriate manner and promoting customer care
- Ensure work is carried out to the timescale prescribed by organising the duties involved
- Select appropriate methods of working and materials to ensure completion of work to required standards
- Provide advice, instruction and support to new and junior colleagues
- Undertake all duties within health and safety and environmental requirements and to required standards
- Undertake appropriate training to develop increased proficiency in the area of work concerned
- Identify areas of improvement within range of operation

**Job Family: Construction and Maintenance**

**Code: CAM05**

**Grade: 5**

**Typical Knowledge, Skills & Experience:**

- Where appropriate, relevant vocational qualification/ training
- Ability to learn and to undertake any duties allocated to help the delivery of the service/ completion of task
- Experience and knowledge of the use of equipment including, where necessary, vehicles and light plant
- Experience of working within relevant area of operation and of procedures/working practices involved
- Ability to recognise sequencing of tasks
- Detailed knowledge and understanding of health and safety and environmental requirements relevant to particular area of work
- Ability to maintain accurate manual and electronic records
- Comprehensive understanding of safe working practices relating to own area, including manual handling, use of equipment
- Ability to co-ordinate a range of activities associated with completing a task
- Ability to work as part of a team contributing to successful service delivery
- Self-motivation with the ability to work effectively to deadlines
- Ability to communicate clearly with a customer focus

**Job Family: Construction and Maintenance**

**Code: CAM04**

**Grade: 4**

**Level Purpose:**

To provide a service to directly support construction or maintenance activity and helping to ensure the delivery of Council Services.

**Overall:**

Jobs at this level provide support to construction or maintenance activities often through simple use of equipment and machines. Job holders follow regular instructions or routine working practices and organisation is essentially about timing and sequencing assigned tasks,

Job holders respond to routine circumstances independently, however scope is limited and procedures are well defined. Constraints on the role are clear: the job holder will refer unusual or difficult problems to more senior roles. Courtesy and effectiveness in dealing with others is required.

**People Management**

Co-ordinate the work of a small team.

**Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

**Risk Management**

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.



**Job Family: Construction and Maintenance**

**Code: CAM04**

**Grade: 4**

**Representative Accountabilities & Responsibilities:**

- Participate in construction or maintenance activities providing practical assistance and physical support services to required standards
- Following instruction, work routine or clear procedures, work safely with a range of equipment including, where necessary, vehicles and powered plant
- Maintain records, following standard formats or templates
- Follow set procedures to identify and report issues to the appropriate department or area
- Liaise with customers, sub-contractors and members of the public in a courteous and appropriate manner and promoting customer care
- Where appropriate, work as part of a team undertaking a range of tasks to ensure service delivery
- Ensure completion of required tasks by organising work and undertaking duties in appropriate order
- Provide advice/instruction to new and junior colleagues
- Undertake all duties within health and safety and environmental requirements and to required standards
- Undertake appropriate training to develop proficiency in the area of work concerned

**Job Family: Construction and Maintenance**

**Code: CAM04**

**Grade: 4**

**Typical Knowledge, Skills & Experience:**

- Where appropriate, relevant vocational qualification/ training
- Ability to learn and to undertake any duties allocated to help the delivery of the service/ completion of task and to work as part of a team
- Experience and knowledge of the use of equipment including, where necessary, vehicles and powered plant
- Understanding of health and safety and environmental requirements relevant to particular area of work
- Understanding of safe working practices relating to area of work, including manual handling and use of equipment
- Ability to maintain accurate manual and electronic records
- Ability to co-ordinate a range of activities associated with completing a task
- Ability to work to deadlines without close supervision
- Ability to work as part of a team to contribute to successful service delivery

**Job Family: Construction and Maintenance**

**Code: CAM03**

**Grade: 3**

**Level Purpose:**

To provide a support service to required standards within a defined area of activity helping to ensure the maintenance of Council assets and the delivery of Council Services.

**Overall:**

Jobs at this level provide practical support and assistance often through simple use of equipment and machines. Some procedural awareness is required, though jobs are likely to be directed by clear instruction and routine working practices. Jobs are primarily task orientated: significant forward planning is not required.

Courtesy and effectiveness in dealing with others is required, operating as an effective member of a team.

**Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures.

**Risk Management**

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

### **Representative Accountabilities & Responsibilities:**

- Participate in construction or maintenance activities providing practical assistance and physical support services to required standards
- Following instruction, work routine or clear procedures, work safely with a range of equipment including, where necessary, vehicles and powered plant
- Maintain records, following standard formats or templates
- Follow set procedures to identify and report issues to the appropriate department or area
- Where appropriate, liaise with customers, sub-contractors, service users and members of the public in a courteous and appropriate manner and promoting customer care
- Undertake all duties within health and safety procedures and to required standards
- Undertake appropriate training to develop proficiency in the area of work concerned

**Job Family: Construction and Maintenance**

**Code: CAM03**

**Grade: 3**

**Typical Knowledge, Skills & Experience:**

- Where appropriate, relevant vocational qualification/ training
- Ability to learn and to undertake any duties allocated to help the delivery of the service/ completion of task and to work as part of a team
- Experience in the use of relevant equipment including, where necessary, vehicles and powered plant
- Understanding of basic health and safety requirements relevant to particular area of work, including manual handling and use of equipment
- Understanding of safe working practices relating to area of work
- Ability to co-ordinate activities associated with completing a task
- Ability to work to deadlines without constant supervision
- Ability to maintain accurate manual and electronic records applicable to role

**Job Family: Construction and Maintenance**

**Code: CAM02**

**Grade : 1/2**

**Level Purpose:**

To assist in carrying out construction and repair work using a specific building trade, working within approved national regulations and the County Council's Code of Practice.

**Overall:**

Jobs at this level form part of the theoretical and practical training processes to become a qualified building craftsman. Jobs require working under the close supervision of a qualified tradesperson, with work allocated and checked on a regular basis once completed. Procedures are standardised: there is little room for discretion as to how allocated tasks are carried out.

**Equality and Diversity**

Act in accordance with the authority's Equality and Diversity policy.

**Health and Safety**

Ensure own compliance with authority's Health & Safety policy/procedures.

**Risk Management**

Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

**Job Family: Construction and Maintenance**

**Code: CAM02**

**Grade : 1/2**

**Representative Accountabilities & Responsibilities:**

- Participate in the area of work concerned providing assistance and physical support services under close supervision/instruction
- Following instruction, work safely with a range of equipment including, where necessary, vehicles and powered plant
- Undertake appropriate training to develop proficiency in the area of work concerned
- Where appropriate, liaise with customers and/or statutory authorities, sub-contractors and members of the public
- Undertake all duties safely and to required standards

**Job Family: Construction and Maintenance**

**Code: CAM02**

**Grade : 1/2**

**Typical Knowledge, Skills & Experience:**

- Standard education, 3 GCSEs or relevant experience and role holder will be working towards a higher level of a relevant technical qualification (NVQ1/2/3 in construction or appropriate trade)
- Ability to learn and to undertake any duties allocated to help the delivery of the service/ completion of task and to work as part of a team
- Experience in the use of standard equipment including, where necessary, vehicles and powered plant
- Ability to learn new tasks/procedures and carry out practical tasks to instruction
- Understanding of basic health and safety requirements relevant to particular area of work, including manual handling and use of equipment
- Understanding of safe working practices relating to area of work
- Ability to work to deadlines under supervision
- Ability to maintain accurate manual and electronic records applicable to role