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.

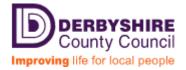
Each level describes expectations, if required, relating to: people management, equality and diversity, health and safety and risk management.

The family's key characteristics are:

- Providing a range of building and highway services: directly or by managing, organising and deploying skilled and semiskilled 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.



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 & Responsibilitie	es:		
Supervision or management of a defined tean	n providing clear organisa	tion, direction and development	
 Contribute to the delivery of large, complex pr legislative requirements are met and that work 			-
 Support the maintenance of a highly competer contribute to the development of high perform 	· · ·		y standards and
 Develop and monitor medium to long term pla achievable within timeframe 	ins/programme to ensure	allocated workload is adequately reso	ourced and
 Monitor, influence and report on budget status corrective action when required 	s to ensure work is underta	aken in a cost effective way and to re	commend
Provide technical advice, guidance and direct	ion and identify training ne	eds of others	
 Build good working relationships with internal and identify best practice/working methods/ pr 		to ensure project/programme delive	ry and to share
Contribute to the continuous appraisal of serv	ice efficiency levels and e	nsure service delivery is customer for	cused
Prepare reports, technical documentation and	provide information		
 Ensure all work is carried out in accordance w 	vith health and safety and	environmental regulations and proce	dures



Code: CAM11

Grade: 11

- 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



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.

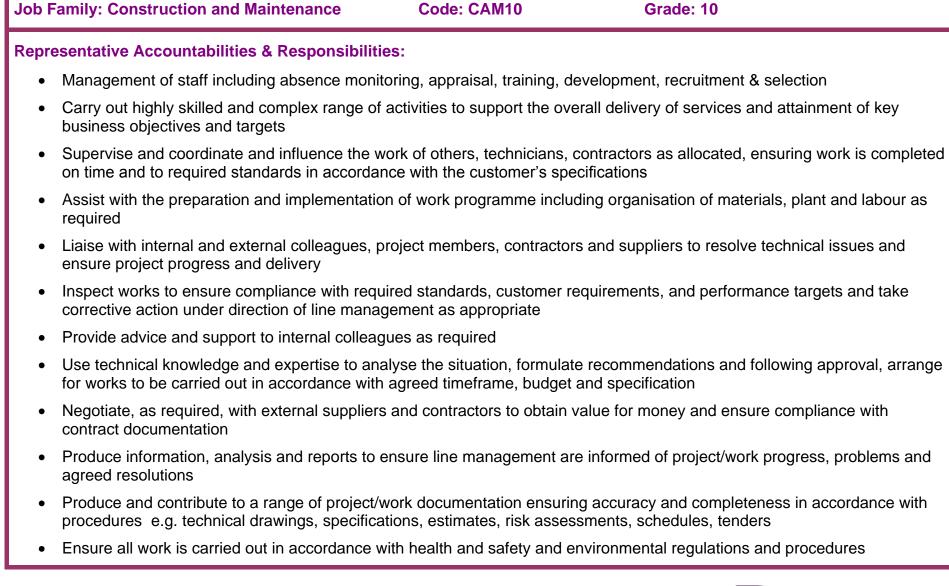
Health and Safety

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.







Code: CAM10

Grade: 10

- 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



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.

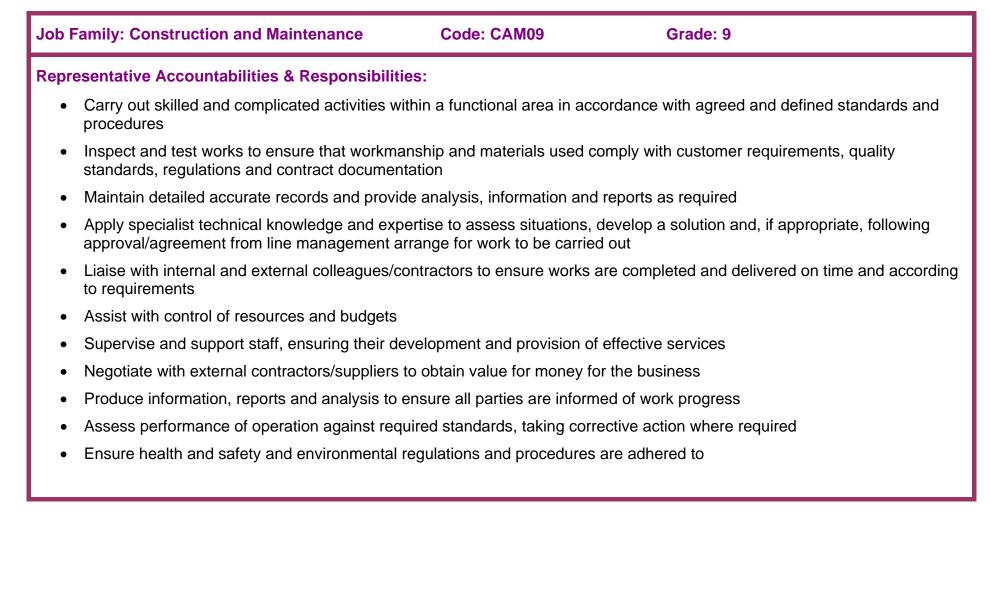
Health and Safety

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.







Code: CAM09

Grade: 9

- 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



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.

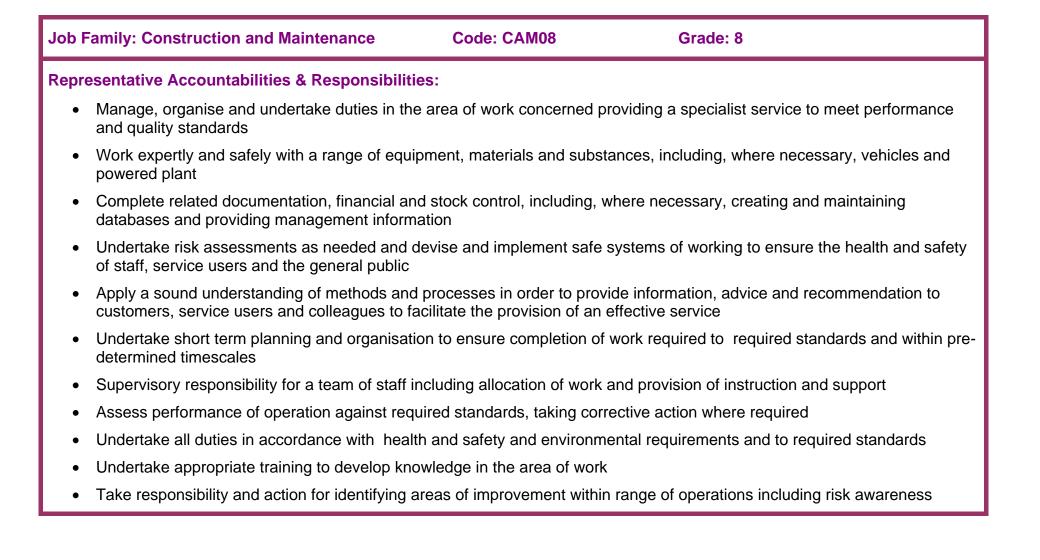
Health and Safety

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.







Code: CAM08

Grade: 8

- 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



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.

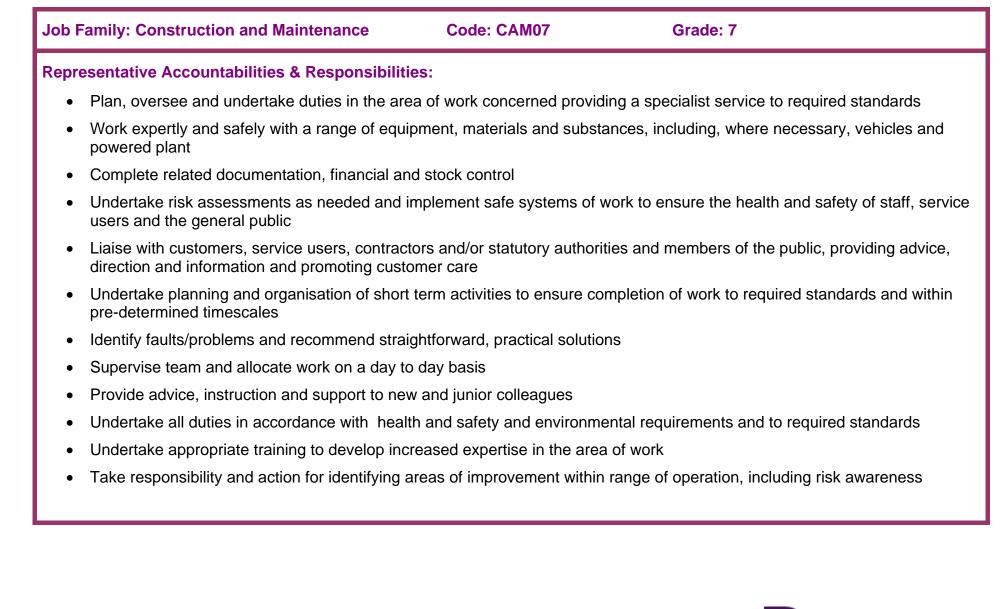
Health and Safety

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.







- 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



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.

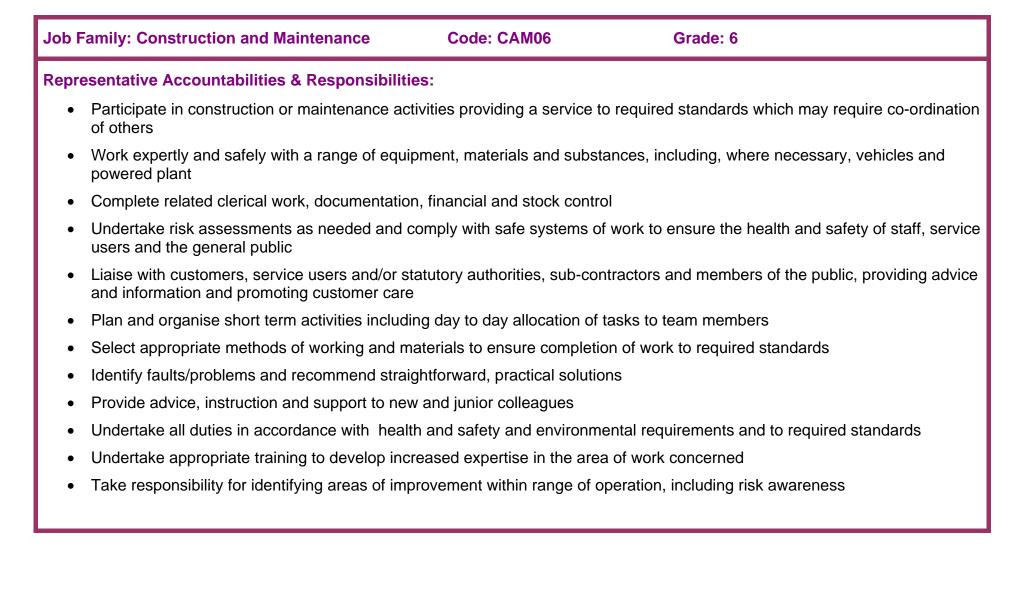
Health and Safety

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		
Typical Knowledge, Skills & Experience:				
 Relevant vocational or industry competency qui 	alification/ 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 electro	nic records			
Ability to supervise staff				
 Detailed knowledge and understanding of healt work 	th and safety and enviro	nmental requirements relevant to particular area of		
 Comprehensive understanding of safe working equipment and materials 	practices relating to area	a of work, including manual handling and use of		
Ability to plan and organise and undertake dution	es to ensure effective de	livery of service to required standards		
Self-motivation with the ability to work effective	ly to deadlines			
Appropriate level of literacy and numeracy skill	S			
Ability to communicate clearly with a customer	focus			



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.



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 work 	h and safety and environ	nmental requirements relevant to particular area of		
 Ability to maintain accurate manual and electror 	nic records			
Comprehensive understanding of safe working	practices relating to own	n area, including manual handling, use of equipment		
 Ability to co-ordinate a range of activities associ 	iated with completing a ta	ask		
 Ability to work as part of a team contributing to s 	successful service delive	ery		
 Self-motivation with the ability to work effectively 	y to deadlines			
Ability to communicate clearly with a customer f	ocus			



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.

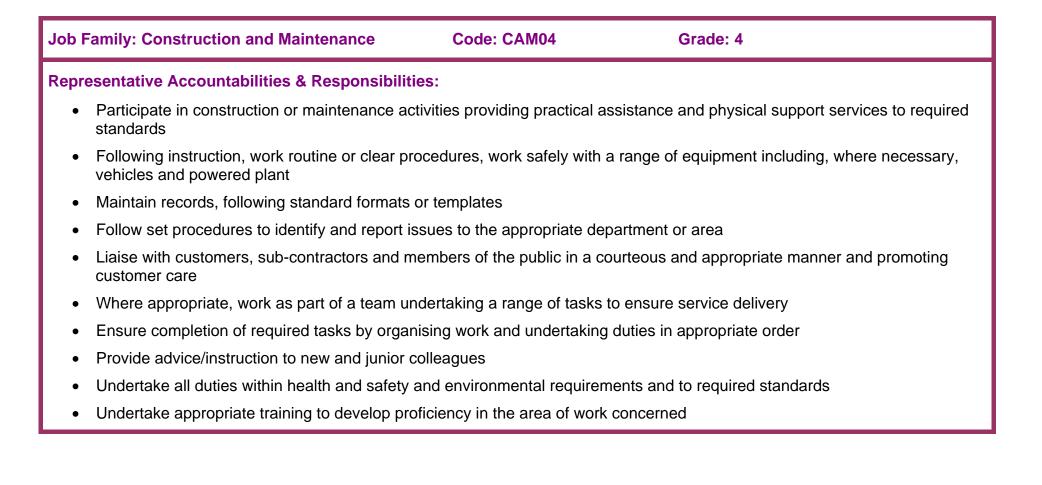
People Management Co-ordinate the work of a small team.

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 a	and Maintenance
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Code: CAM04

Grade: 4

- 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



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
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Code: CAM03

Grade: 3

- 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



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 craftsperson. 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.

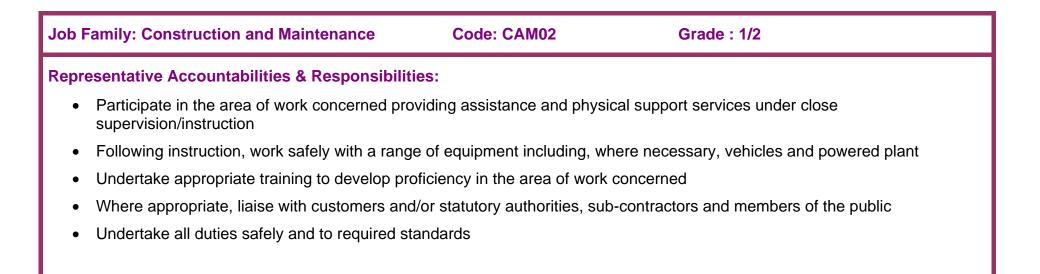
Equality and Diversity

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.







Code: CAM02

Grade : 1/2

- 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

