

# Job Description and Person Specification

Groundworks Operative

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A Lambeth to be proud of



## **Job Description**

<b>Job Title:</b>	<b>Groundworks Operative</b>
<b>Grade:</b>	<b>SO1</b>
<b>Directorate:</b>	<b>Direct Labour Organisation (DLO)</b>
<b>Division:</b>	<b>Housing (HRA)</b>
<b>Business Unit:</b>	<b>Housing Management</b>
<b>Reporting to:</b>	<b>DLO Supervisor</b>
<b>Responsible for:</b>	<b>Apprenticeship Operative</b>

### **Purpose of post**

The postholder is responsible for being part of a multi-disciplined works team within the housing repairs function, delivering effective repairs within the cost and quality parameters of the DLO ensuring health and safety compliance and best practice. To work in a professional and flexible manner that meets the demands of customers.

To carry out all types of repairs and maintenance works both internally and externally, including drainage, fencing, and decorating, small maintenance tasks, demolition and alteration works to meet all regulatory and legislative standards. To deliver high quality repairs and maintenance services, including new installations, maintenance and remedial works in order to complete projects to the customer or client satisfaction as directed by your line manager or other nominated designate.

The role requires the postholder to be Qualified City and Guilds, NVQ Level 2 or equivalent.

### **Role responsibilities**

1. To carry out all types of repairs and maintenance works both internally and externally and remedial works in order to complete projects to the customer or client satisfaction as directed by line manager or other nominated designate.
2. Undertake associated duties as agreed in the flexible working agreement in order to contribute to DLO first fix objective.
3. Ensure all repairs and maintenance activities completed are of a high quality, are compliant and adhere to delivery standards and meet all legislative, H&S and regulatory standards.
4. Plan and organise your work in an economical and effective manor, making the best use of your available time, plant, transport and materials in accordance with specified company priority response times.
5. To operate within a scheduled appointment system including liaison with customers, other team members in order to effectively undertake works.

6. Use all necessary tools plant and equipment associated with the post and repairs and maintenance, aids and adaptations duties undertaken.
7. Manage materials as effectively as possible with regards to minimising waste, choice of specification and logistics.
8. To undertake pre-measuring work in order to assess works required and ensure its completion.
9. Use a company issued PDA where provided to carry out the job role e.g. receiving instructions, accurately completing works orders, general communications and ordering materials. Where there is a requirement complete any necessary paperwork related to the repair.
10. Take ownership for each repair updating the customer with reasons when it is not possible to complete a repair immediately. Communicate with call centre / DLO Supervisor to agree arrangements with customer to complete the repair.
11. To drive company vehicles in a careful professional manner and take care of your allocated vehicle by completing weekly inspections and weekly cleaning of vehicle, in accordance with all company procedures.
12. Maintain and operate an agreed range of stock and equipment within the vehicle provided to ensure there is suitable stock available to achieve first fix targets.
13. Develop excellent relationships with tenants / leaseholders and deliver high quality service to achieve high levels of customer satisfaction. Develop and maintain relationships with other stakeholders whilst providing the works service.
14. Interact with the other contractors to ensure that repairs are met by the appropriate team and that the customer is always aware who is carrying out the repair.
15. Undertake individual or corporate training and development in association with your role and duties.
16. Liaise as required with customer services advisors, other area of the business or contractors to ensure the work is properly co-ordinated and the necessary works are fully completed.
17. Be aware of risk assessments and method statements relating to own area of work and to work in safe manner taking account other people's health and wellbeing.
18. Ensure the observance of all statutory and local safety, health and environmental precautions and report immediately any accidents or breaches of safety procedures to your line manager in accordance with the company policies.

## **The post holder will have demonstrated cross trade flexibility of all core trades -**

Drainage, minor bricklaying, flagging

### **Ground Operative tasks**

- Competent in all duties/conditions of general labourer.
- Carry out internal and external excavation works in a safe manner including use of CAT scanner.
- Ability to conform to Safety Procedures in the avoidance of underground services during excavation work.
- Ability to conform to Chapter 8 Regulations in signing coming and safety barriers for protection throughout associated works for themselves and the public.
- Competent in all permanent reinstatement works including paving and concreting.
- Possess basic knowledge of Water Regulations regards underground services and ability to renew/replace existing water mains to conform to those Regulations.
- Competent in the safe use of power tools (disc-cutter, kanger hammer, power drills, submersible pumps and generators).
- Ability to diagnose and effectively repair/renew faulty drainage systems.
- Remove and refix/renew ceramic wall tiles.
- Remove and replace thermoplastic floor tiles.
- Undertake general maintenance to door entry systems and communal light timings.
- Qualified in high-pressure jet washing machine in order to affect repairs and unblock diagnosed drainage systems.
- Carry out minor brickwork repairs, patch pointing etc.
- Qualified to remove graffiti from masonry, using high-pressure jet washing machine in association with appropriate chemical.
- Fix formwork for concrete or screeds as required.
- Maintaining / decorating works
- Installation of clothes posts.
- Renew concrete gatepost and re-hang gate.
- Capable of erecting Acros and structural supporting elements.
- Erect fencing, posts, rails and lags

## PERSON SPECIFICATION

### Groundworker (SO1)

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b>			
<b>Qualification</b>	Q1	NVQ level 2	A✓
<b>Key Knowledge</b>	K1	Qualified in all aspects of groundworking works including internal / external and adaptations work	A✓
	K2	Ability to interpret workload and update work planners with any changes to agreed timescales	A✓
<b>Relevant Experience</b>	E1	Previous proven experience as a qualified Groundworker	A✓
	E2	Experience of service delivery to customers, putting the customer first and communication in a polite clear manner	A✓
	E3	Experience of using handheld technology to receive and complete repairs	A✓
<b>Other requirements</b>	S1	Physically fit to use handtools – e.g. Driller etc	A✓

<b>Core Values and Behaviours</b>		<p><b>Equity</b></p> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>	
		<b>Kindness</b> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul>	
		<b>Accountability</b> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.</li> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their</li> </ul>	

		<p>performance and behaviours and act quickly when performance is not on track.</p> <ul style="list-style-type: none"> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>	
		<p><b>Ambition</b></p> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li> </ul>	