

Civil Engineering Operative – Grade 9

Job purpose

As the Council's in-house maintenance and repair contractor, Repairs & Maintenance provides a first class and comprehensive service to our customers. This includes repair, maintenance and refurbishment of local authority housing, public building stock and work for associated organisations.

You will travel throughout the district and surrounding areas to deliver the duties of this role and meet the needs of the business and its customers. You will carry out both planned and responsive external works across external and communal areas of the Council and its clients. You will be required to be a participant on the call out rota as requested by management.

You will visit properties to carry out day to day general civil engineering maintenance/groundworks and repairs on Council property and properties of external clients in line with contractual requirements. This may include drainage work, paving, kerbing, and tarmacking, maintenance, repair, refurbishment and renewal work on domestic properties, schools, and public buildings.

You will be expected to work safely, follow guidelines, assess risk, and ensure the safety of yourself, our customers, your colleagues, and our clients.

You will be required to work from a handheld mobile device and complete all relevant records to ensure the department has up to date and accurate information.

You will build and maintain effective working relationships and communication links and be a representative of Homes & Neighbourhoods with internal and external clients and customers.

You will have excellent communication and customer care skills to effectively liaise with a variety of customers and clients both internally and externally.

This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

- Undertake a range of advanced construction tasks such as excavating, kerb laying, paving, all aspects of drainage, concrete laying, tarmac work.
- Contractual requirements are met through the efficient provision of a civil engineering/ground works service for property maintenance, repair, refurbishment, and renewal work for the Council and other external clients
- Work in an effective manner in line with industry standards for civil engineering operative, Health and Safety and all other regulations, maintaining a safe environment for employees, service users and members of the public
- Effective liaison with other sections of Homes & Neighbourhoods, other service areas of the Council, its clients, and stakeholders to deliver the service objectives, achieved through effective team working skills

- Proactively contribute to the achievement of operational effectiveness and service excellence by providing an efficient, professional and customer focused service to all customers of the council.
- To keep abreast of technological developments within the trade.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Considerable practical on the job civil engineering/groundworks experience.	Essential
Demonstrate competence in all aspects of civil engineering groundwork including flagging/paving, kerbing, drainage, and tarmac work.	Essential
Experience in the use of a variety of small plant and tools.	Essential
Apprentice trained and City & Guilds or NVQ Level 3 in an appropriate trade or equivalent	Essential
Experience of working in domestic properties, residential homes, and public buildings	Essential
Awareness of health and safety awareness relevant to the post, including safety method statements and risk assessments.	Essential
Good team working skills with the ability to work effectively as part of a team coupled with the ability to work on one's own to achieve result	Essential
Travel is an essential part of this job and therefore It is essential that you hold a full and valid driving licence.	Essential
Willing to work overtime and participate in the call out rota	Essential
Accepts an enhanced DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Accepts medical screening and any other screening appropriate to occupational risk will be required to ensure you are able to carry out physically demanding work including bending, lifting, climb and crawl, work at heights and in confined spaces for considerable periods.	Essential
Willing to undertake NRASWA training.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours

Driving licence or able to travel independently across Kirklees, exceptions maybe made for disabled candidates.

DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

For Office Use Only:

Job Category	Building Services	Grading ID	70020
Job ID	80100324	Last Updated	September 2022
Job Focus	No	Career Progression	No

Contractual Variants

DBS Category	Adults & Children	DBS Type	Enhanced
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No



DBS Category	Adults & Children	DBS Type	Enhanced
Night Working	No	Alternating Pattern	No
Standby	Yes	Other	No
Checked by HR	M Lunn		