



# JOB PROFILE

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<b>Post Title:</b>	Mason – Building Maintenance
<b>Portfolio:</b>	Treasury, Infrastructure & Sustainable Development
<b>Responsible to:</b>	Forman Works
<b>Responsible for:</b>	N/A
<b>Grade:</b>	B

## Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible to the Foreman of Works for the daily operations and services within the Works Section in the execution of building and concrete works including major and minor maintenance tasks.

## Main Duties and Responsibilities

1. Allocate work tasks to colleagues working in the same area of work.
2. Plan and undertake work in accordance with required specifications.
3. Provide estimates for materials and supplies for work requirements.
4. Prepare shuttering and formwork for in-situ and pre-cast concrete.
5. Undertake building works using both concrete blocks and stone.
6. Carry out repairs to stone buildings utilising hydrated lime mixes.
7. Laying of concrete pavements and pathways.
8. Erect and work from scaffolding and other working platforms.
9. Responsible for ensuring that all work is carried out to the required standards and in accordance with the SHG Health and Safety Policy.
10. Responsible for the safekeeping and use of equipment and tool when undertaking daily duties

## Special Conditions

There are no special conditions associated with this role.

- Required to work from heights
- Required to occasionally work out of normal working hours



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This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

## Core Competency Framework

Competency	Level
<b>Professional Development:</b> N/A	i
<b>Planning &amp; Delivery of Work:</b> <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.</i>	ii
<b>Analysis and use of Information:</b> <i>Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information</i>	i
<b>Decision Making:</b> <i>Ability to act on own initiative and apply sound logic to simple decision making and problem solving.</i>	i
<b>Working with Others:</b> <i>Builds good relationships and engages effectively with others to develop appropriate solutions/improvements</i>	ii
<b>Communication:</b> <i>Good oral and written communication and ability to record factual information accurately</i>	ii
<b>Influencing and Persuading:</b> <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	ii
<b>Dealing with Change:</b> <i>Flexible and adaptable to change</i>	i
<b>Continuous Improvement:</b> <i>Willing to learn and develop in job role</i>	i
<b>Managing Resources:</b> N/A	i



## PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
<b>Qualifications:</b>			
Functional Skills Literacy and Numeracy at entry level 1.	E	✓	
NVQ Level II in Building and Masonry	E	✓	
Valid driver's licence in Classes A, C & D	E	✓	
<b>Knowledge &amp; Experience:</b>			
Have sound knowledge of Health and Safety practices in the workplace		✓	✓
Considerable experience working in building and construction	E	✓	
<b>Skills and Abilities:</b>			
Good organisational and time management skills to meet deadlines	E		✓
Good communication skills	E		✓
Ability to identify asbestos containing materials (ACMs)		✓	✓
Ability to work independently	E		✓
Ability to maintain confidentiality	E		✓
Highly self-motivated			✓
Effective team player when working collaboratively with other tradesmen			✓
Ability to apply objective judgement when working to specifications, regulations and codes			✓
Responsive to change			✓
Creative in problem solving			✓
Be physically and mentally fit to match the requirements of the post			✓
Be honest and trustworthy			✓
Be respectful and flexible			✓
<b>Other:</b>			
Willingness to work flexibly – some evening work may be required.			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.			
Contribute to a positive working environment ensuring commitment to equality and diversity.			



# **PERSON SPECIFICATION**

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## **Our Values**

### **FAIRNESS**

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

### **INTEGRITY**

We communicate openly and we are honest, accountable and ethical.

### **TEAMWORK**

We work together and we support each other.