



## JOB SPECIFICATION

**Job title:** **Bricklayer Multi Trade**

**Responsible to:** **Repairs/Voids/Planned Maintenance Supervisor**

**Purpose:** To provide Repairs, Maintenance and Planned Improvement service to VIVID's Customers. To carry out a full range of bricklaying and ground works at various domestic and commercial properties within VIVID's area of operation and a variety of other trade works totalling a minimum of 20% of work time to meet key performance indicators (KPIs)

**Location:** **Contractual base Basingstoke or Portsmouth. Working on housing stock across all VIVID's areas.**

Key Areas	Description	Performance standards are satisfactory when:-
Quality & Customer Satisfaction	Deliver quality workmanship within your core and secondary trades and without supervision	First time fix target is achieved  To meet all departmental targets and corporate KPI's  All appointments are kept with no reason for customer complaints
Job Administration	Correct use of PDA  Jobs to be completed and updated in real time	100% correct PDA use being achieved  100% attendance within contracted working hours

	To complete accurate and timely record	
Working as a team	<p>To work as an individual or as part of a team of highly skilled and professional tradespersons maintaining high standards of service provision at all times.</p> <p>Build good relationships with other teams and external bodies to promote good service delivery to enhance the reputation of VIVID</p>	<p>Demonstrate working as one team</p> <p>Good relationships are in place</p>
Materials Management	<p>Minimise wastage</p> <p>Maintain accurate van stock control levels</p>	Satisfactory records following spot check and 1-2-1 audits
Vehicles and Plant	<p>To use company vehicle in line with company procedure</p> <p>Keep your vehicle in a good condition</p> <p>Maintain good driving standards at all times</p> <p>To use and store tools and plant safely and effectively</p> <p>To report any incidents to a line manager</p> <p>Driving and parking responsibility</p>	<p>No incidents/accidents or complaints regarding the use of a company van</p> <p>Vehicle in good condition</p> <p>Driving standards met</p> <p>No accidents, losses or damage</p> <p>100% compliance with manufacturers instructions and health and safety requirements</p>
Equality & Diversity	<p>Ensure adherence to duties in relation to Equality and Diversity</p> <p>Be professional, polite and inclusive to all people at all times</p>	<p>Demonstration of behaviours which support inclusion of everyone within the work place.</p> <p>You treat everyone with politeness and respect</p>



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Health and safety	<p>Ensure the highest standards of health and safety are maintained in all areas</p> <p>Take care of your own safety and that of others who may be affected by what you do (or do not do)</p> <p>To report any incidents in a timely manner and in line with reporting procedures</p>	<p>There is a great Health and Safety culture across the department</p> <p>You personally adopt behaviours which adhere to all Health and Safety policies and practises</p> <p>100% Dynamic Risk Assessments</p>
On call	Participate in the Out of Hours on call rota	

Qualifications	A minimum of City and Guilds NVQ Level 2 (or equivalent as time served in the relevant trade)	E
	Evidence of practical experience in other trades (relevant to the job role)	E
	IT Skills to get jobs through PDA, E-learning and emails	E
Knowledge & Experience	Good all round practical skills, including fault finding/ problem solving and decision making.	E
	Ability to work part of a team with minimum of supervision.	E
	Knowledge & experience of Health and Safety regulations.	E
	Proven experience in the building trade, in your core trade.	E
	Knowledge & experience of residential construction and maintenance trades.	E
	Experience of working to organisational practices, policies and procedures.	D
	Experience of working in a construction/ housing or maintenance environment.	E
	Working from specifications meeting quality control, cost control, and safety.	D
	Experience of working in a customer facing environment.	E
	Experience of using a PDA.	D
	Knowledge of Equality and Diversity.	D
Skills	Excellent communication skills, the ability to communicate clearly, orally and in writing.	E
	Competency in a secondary trade	D
	Ability to complete a workload per day in accordance with scheduled diaries	E
	Capability to correctly understand drawings or plans.	D
Personal Qualities	Friendly and approachable	E
	Ability to work under pressure and to deadlines.	E
	Self motivated	E

	<p>Ability to talk to people of differing technical expertise</p> <p>Positive “can do” attitude</p> <p>Lives our values</p>	<p>E</p> <p>E</p> <p>E</p>
Other	<p>Current, Clean Driving Licence</p> <p>This is a physical role. Job holders must be capable of:</p> <ul style="list-style-type: none"> <li>• Working at heights</li> <li>• Manual handling and lifting heavy and bulky items</li> <li>• A high degree of mobility, which will include walking/lifting/loading and unloading vehicles</li> </ul> <p>This role is subject to a satisfactory DBS check</p> <p>Flexibility in terms of working hours. This is not a 9-5 job, so job holders may be required to work flexible hours to accommodate the business need. This could include participating in an on call rota and working on evenings and weekends.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>



1. A good first impression
  - Park respectfully
  - The right PPE
  - A clean uniform
  - Clean and tidy van
  - Arrive on time
2. Keep in touch
  - keep us in the loop
  - use your mobile device
  - track your progress
3. Hello #WeAreVIVID
  - Introduce yourself
  - show your ID badge
  - explain what you're going to do
4. Being safe
  - Risk assess
  - is it safe?, if not stop,
  - take time to think about safety
5. What happens next
  - Complete the job right first time
  - can't complete keep the customer informed
  - arrange next steps
6. Tidy up
  - Finishing touches
  - clear up
  - talk about the survey whilst your there
  - are you proud of your work?
7. Plan ahead
  - Close the job
  - phone your next customer
  - is your van fully stocked

## Appendix B – Skills Matrix

### Brickwork Activities

- Measuring work area, inspecting and tell tales
- Mixing mortar and Repointing
- Cavity clearing i.e. removing odd few bricks in small area
- Making good of cavity area
- Relaying a few bricks or cappings on a wall
- Taking down a wall
- Setting out the first rows of bricks (courses)
- Checking that courses are straight using plumb lines
- Taking down a chimney including cover roofing back in again
- Changing a lintel including acropops and strong boys
- Installing or repairing canopy

### Groundwork Activities

- Rotary lines
- Handrails and signs
- Erecting sheds
- Removing coal bunker
- Preparation for gravel, paving & slabbing- digging out, sub-base & lowering ground levels
- Paving & slabbing - block paving and slabs
- Preparation for concreting- digging out, sub-base and reinforcing, including internal works
- Concreting - ramps, paths, drives & formwork
- Key Klamp
- Soak aways & french drains
- Shallow drainage
- Footings

### Fencing Activities

- Fence Panel - Erection & repairs
- Post and wire/chainlink fencing - Erection & repairs
- Post & rail, hit & miss, overlap, close board fencing - Erection & repairs
- Fitting and repairing gates