

## Civil works team leader

<b>Job Title:</b>	Civil works team leader
<b>Department:</b>	Building Services
<b>Reporting to:</b>	Team Manager
<b>Responsible for (staff):</b>	Immediate Team
<b>Location:</b>	North / Central / South Zones
<b>General Purpose of Role:</b>	Role will be to head up a small team carrying out remedial works on our clients' properties. This will include managing time scales, materials and ensuring health and safety on site is adhered to as well as carrying out the practical work along with the team.

## ACCOUNTABILITIES

- To take ownership of and proactively manage the small works team
- To provide guidance, coaching and general management to maximise staff capability
- Managing the training needs of your team members
- To identify and develop individuals to meet the future growth of Arcus FM
- To carry out various repair & renewal works to our clients customer focussed areas including:
  - Tarmac and asphalt resurfacing and repairs
  - Surface drainage repairs
  - Slab and kerb laying and bollard repairs
  - Line marking
  - Concrete and brickwork repairs
  - Digger works that need to be carried out
- Undertake surveys and complete works specification documentation
- To complete safety checks of vehicles and equipment
- To deliver Toolbox Talks to your team members
- To authorise time sheets - address unproductive time
- To suggest for discussion with management, any perceived areas of improvement in Quality/Cost efficiency of service delivery
- To volunteer help outside own functional area
- To maximise production levels by ensuring efficient controlling of materials purchased
- Adhere to company Health & Safety policies

## KNOWLEDGE AND SKILLS

- Tarmac resurfacing

- Digger Tickets
- Slab and kerb laying
- Drainage repairs
- Traffic management/signing and guarding
- Skid steer/Ride on roller/NRSWA preferred but not essential
- CSCS/CPCS Card
- City & Guilds / BTEC Qualifications / NVQ

## VALUES & BEHAVIOURS

### Do it **SIMPLY**:

- Improve every day – provide sustainable, workable and lasting solutions to challenges
- Strive for efficiency – work in an uncomplicated manner, using language and terminology that can be understood by all

### Do it **WELL**:

- Act safely and responsibly – safety first and at the forefront of everything you do
- Excel at customer service – find solutions that meet, where possible exceed expectations

### Do it **WITH PASSION**:

- Perform with pride and purpose – act as a positive role model to others
- Value each other – be open and transparent and respect the views of others

## OTHER FACTORS

- This position will involve working flexible hours over a 7 day week
- The post holder must be able to work flexibly, as determined by business requirements this may involve travelling distances to support neighbouring regions
- Due to this role being field-based / mobile having a UK driving licence is mandatory