



## **RAMSEY TOWN COMMISSIONERS**

Particulars relating to the post of

### **CRAFTSMAN'S LABOURER**

**October, 2017.**

## LIST OF CONTENTS

<b>Advertisement</b>	<b>Page 3</b>
<b>Appointment Procedure</b>	<b>Page 4</b>
<b>Job description</b>	<b>Page 6</b>
<b>Person Specification</b>	<b>Page 8</b>
<b>Conditions of Service</b>	<b>Page 9</b>
<b>General Information:</b>	
<b>Appendix A - Functions and Duties</b>	<b>Page 11</b>

***Further information can be obtained from the  
Ramsey Town Commissioners' Web Site at:***

***[www.ramsey.org.im](http://www.ramsey.org.im)***

## **RAMSEY TOWN COMMISSIONERS**

### **CRAFTSMAN'S LABOURER**

An opportunity exists for a suitably experienced and motivated individual to join the housing and properties team of Ramsey Town Commissioners in the position of Craftsman's Labourer.

The successful candidate will assist in the general upkeep and ongoing maintenance of the Commission's Housing Stock together with all other premises and property under the Commission's control.

Applications close at 12 noon on Friday 27<sup>th</sup> October, 2017.

For more details and an application form, please contact the undersigned.

T P Whiteway  
Town Clerk & Chief Executive  
Ramsey Town Commissioners  
Town Hall  
Ramsey  
IM8 1RT

## **APPOINTMENT PROCEDURE**

### **1. Applications**

Candidates are asked to complete the attached application form in either type or black ink.

### **2. References**

The two referees quoted on your application will only be contacted in the event of you being shortlisted, unless you request that they be contacted earlier. They should be able to comment from recent first-hand experience regarding your suitability for the post.

### **3. Closing Date**

The closing date for receipt of applications is **12 noon on Friday 27<sup>th</sup> October, 2017**. Application forms should be returned to:

T P Whiteway  
Town Clerk & Chief Executive  
Ramsey Town Commissioners  
Town Hall  
Ramsey IM8 1RT

All applications should be marked:

**Private and Confidential  
Craftsman's Labourer**

### **4. Acknowledgement**

All applications will be acknowledged on receipt. Applicants will be notified of the outcome of their application following the short-listing process.

### **5. Interviews**

Short-listed applicants will be invited for interview in the week commencing 30<sup>th</sup> October 2017 with interviews likely to take place on Friday 3<sup>rd</sup> November 2017.

### **6. Canvassing**

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

## **7. Relation of Members or Officers**

Any applicant who knows they are related to any member or officer of the Authority shall, when making their application, disclose that relationship. An applicant who fails to disclose such a relationship shall be disqualified from appointment, or shall be liable to dismissal if already appointed.

## **8. Further Information**

If any further information is required regarding this post, please contact the Housing and Property Manager at the above address

## RAMSEY TOWN COMMISSIONERS

### MANUAL & CRAFT WORKERS Terms & Conditions analogous to the PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015

#### **JOB OUTLINE**

**DEPARTMENT** Housing & Property

**DESIGNATION** Craftsman's Labourer

**REPORTS TO** Maintenance Supervisor

**DURATION OF POST** Permanent Post

**HOURS OF DUTY** Normal hours of work – 37 hours per week

Monday – Thursday 8.00 am to 12:15pm 1:00pm to 4.15pm

Friday 8.00 am to 12:30pm 1:00pm to 3.30pm

No enhanced overtime payments paid until 47 hours have been worked.

#### **JOB PURPOSE**

To undertake work and assist tradesmen and other workers in the general upkeep and ongoing maintenance of the Commission's Housing Stock and all other premises and property under the Commission's control.

#### **SUMMARY OF MAIN DUTIES**

1. Undertaking a wide variety of external and internal building construction works and assisting Trade Craftsmen.
2. Use of and routine daily maintenance of various hand tools, power tools, and plant, where the level of training allows and to appropriate safe standards.
3. Maintain a safe and clean working environment.
4. Delivery/collection of supplies.
5. Interdepartmental working as required/necessary.
6. Participation in the Housing & Property on-call rota as required.
7. Such other duties of a similar level of responsibility as may be required from time to time by the Deputy Maintenance Supervisor, Maintenance Supervisor or senior line managers.

<b><u>SKILLS REQUIRED</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>
A full clean valid driving licence (not HGV)	<b>X</b>	
Experience in general building construction and maintenance		<b>X</b>

**HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?**

The job occupant has no responsibility for the supervision of other staff or contractors.

**WHAT RESOURCES IS THE JOB OCCUPANT RESPONSIBLE FOR (i.e., building plant, equipment, machinery, appliances, tools and materials)?**

1. All tools, equipment and materials (e.g. Hand tools, mixers, ladders etc.), required to be used by the post holder and belonging to or on hire to the Commission. The use of the above is conditional on adequate training and up to date certificates of competence where applicable.
2. Light Van, or Pick up vehicles, towed equipment used by the post holder and belonging to or on hire to the Ramsey Town Commission. The towing of any equipment is restricted by licence categories.

**DOES THE JOB OCCUPANT HAVE CONTACT WITH MEMBERS OF THE PUBLIC, AND IF SO, FOR WHAT PURPOSE?**

Yes on a daily basis, part of the role is performed within tenanted properties and in public parks and areas.

**DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?**

Yes.

**SIGNED – POST HOLDER** \_\_\_\_\_

**SIGNED – LINE MANAGER** \_\_\_\_\_

**SIGNED – TOWN CLERK** \_\_\_\_\_

**DATE** \_\_\_\_\_

## RAMSEY TOWN COMMISSIONERS

### CRAFTSMAN'S LABOURER

#### PERSON SPECIFICATION

Personal Qualities and Attributes ( Essential – E; Desired – D; Interview – I )

REQUIREMENT	ESSENTIAL / DESIRABLE	TEST
<b>EDUCATION - to include but not be limited to</b>		
1.	A good standard of general education	Desirable Production of Certificates
<b>EXPERIENCE - to include but not be limited to</b>		
3.	Experience in a similar role	Desirable Application Form and Interview
4.	To hold a current clean full driving licence.	Essential Production of Driving Licence
5.	Sound knowledge of building construction, repairs and maintenance.	Desirable Application Form and Interview
6.	To work to a high standard.	Essential Application Form and Interview
11.	Experience of working at heights and competent at working on ladders and scaffolding.	Essential Application Form and Interview
13.	Familiarity with all procedures relating to safe working practices	Essential Application Form and Interview
14.	Appropriate communication skills given that the post-holder will be in regular contact with the public; working in the homes of tenants of the Ramsey Town Commissioners	Essential Application Form and Interview
15.	Be capable of receiving and acting upon clear instructions	Essential Application Form and Interview
16.	Have a clear understanding of confidentiality and discretion required as a member of the staff of this Public Sector Authority	Essential Application Form and Interview



## RAMSEY TOWN COMMISSIONERS

### CRAFTMAN'S LABOURER

#### CONDITIONS OF SERVICE

#### 1. **APPOINTMENT**

The appointment is subject to a six month probationary period.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A more formal contract will be completed by the parties after the appointment, reflecting any further agreement reached with the Authority.

#### 2. **PERIOD OF NOTICE**

The length of notice required to be given to terminate employment is as follows:-

##### **By the Employing Authority**

<b>Period of Continuous Employment</b>	<b>Minimum Notice</b>
Two weeks or more but less than two years	Two weeks
Two years or more but less than twelve years	One week for each year of continuous employment
Twelve years or more	Not less than twelve weeks

##### **By the Employee**

<b>Period of Continuous Employment</b>	<b>Minimum Notice</b>
One month or more but less than two years	One Week
Two years but less than four years	One week for each year of continuous employment
Four years or more	Four weeks

#### 3. **SALARY AND CONDITIONS OF SERVICE**

The Commission has by analogy adopted the Terms and Conditions of Service as laid down in the Public Services Commission New Starters and Promotions Agreement ("the Agreement") a copy of which is held in the office for perusal by staff members at any time or may be viewed on line at <https://www.gov.im/media/1351036/nsp-agreement-signed-31316.pdf>.

The Agreement provides protection for existing employees and introduces new terms and conditions for new appointees and current employees being promoted.

The pay band for the post is Pay Band 1, salary scale points 8, 10 and 12 (currently £15,223, £16,969, £18,737). If applicable the incremental date will be the first day of the month in which the anniversary of the appointment occurs. Annual increases will be payable in accordance with the Agreement. Salaries are paid weekly directly into the employee's bank account.

#### **4. NORMAL WORKING HOURS**

Monday to Thursday	8:00 a.m. to 12:15 p.m. and 1:00 p.m. to 4:15 p.m.
Friday	8:00 a.m. to 12:30 p.m. and 1:00 p.m. to 3:30 p.m.

- a 5 day, 37 hour week.

#### **5. ANNUAL AND PUBLIC HOLIDAYS**

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 26 days after 10 years' service.

##### **Length of Service Annual Leave (Days)**

On appointment	21
After 3 years	22
After 5 years	23
7 years	24
9 years	25
10 years	26

In addition the appointee will be entitled to public holidays as laid down by the Treasury. Where the workplace is closed on non-Bank Holidays the appointee will be required to utilise annual leave or time in lieu as applicable.

#### **6. PENSION**

The successful applicant will join the Isle of Man Local Government Superannuation Scheme which is administered by Douglas Corporation unless they elect to opt out of the Scheme. The employee's contribution is between 5.5% and 7.5% of gross salary deducted from the salary payments. Further details of the scheme are available on request from the Town Clerk & Chief Executive.

#### **7. DUTIES OF THE POST**

See Job Description

## Ramsey Town Commissioners

### **FUNCTIONS AND DUTIES**

Abandoned Vehicles	Pedlars and Street Traders
Beaches	Play Areas
Building Control	Public Clocks and Seating
Car Parking	Public Information/Advice
Civic Amenity Site	Public Pleasure/Recreation Grounds
Community Halls	Public Seats and Shelters
Consumer Advice	Public Toilets
Control of Dogs	Rate Setting
Environmental Health Enforcement	Refuse Collection
Events and Attractions	Registration of Births, Deaths, Marriages and Civil Partnerships
Facility for the Public to view Planning	Sanitation
Houses in Multiple Occupation	Sheltered Housing Authority
Regulations/Enforcement	Administration
Food Hygiene Enforcement	Street Cleaning
Highway Hedgerows, Gulleys & Verges	Street Lighting
Housing	Street Nameplates
Library	Tourist Information
Litter Act/Designated Litter Officer	Unsightly/Derelict Buildings
Local Byelaws/Enforcement	War Memorial
Maintenance of Open Spaces	Sports Facilities
Nuisance Abatement	