



Job Title: Team Leader/Working Supervisor

Current Base: Waterfall Lane, Cradley Heath

Essential Car User: Yes

Main Purpose:

Undertake team leading duties and work as a team, duties associated with building works, Refurbishment works and building maintenance

Main Duties:

To assist the Contracts Manger and employees in all Building works/Refurbishment works

Undertake none/semi skilled activities including property maintenance, roofing repairs, demolition, ground works, plastering, plumbing,

Provide support to skilled and specialist operatives

Maintain written records of work undertaken as required

To ensure that any additional work undertaken over and above order is recorded and communicated to the Contracts Manager

Ensure efficient collection and delivery of materials and plant from stores and suppliers to site

Ensure efficient disposal of waste materials to approved recycling depot

Order and control materials and plant acquired from stores and external merchants

Driving Company vans with or without trailers, including van checks, cleaning and monthly standard checks

The usage of hand tools/powered hand tools and small plant and machinery as required

Ensure that safe and planned systems of work are adopted and Companies Commitment and Health and Safety Policies are followed.

Skills, Knowledge and Experience:

Essentials:

Full clean driving licence

Relevant site experience

Desirable:

CSCS cards

Training in the use of associated plant such as cement mixers, angle grinders and in the erection and use of scaffolding, scaffold tower and access equipment
Basic asbestos awareness training would also be a benefit

Problem Solving:

Work will be of a routine nature, with safety being important at all times
The post holder will be required to follow procedures and rules and be able to communicate effectively with other tradesmen/office staff

Decision Making:

Decisions are usually of a minor nature mainly affecting own job and teams within the section
More important decisions will be made by the Contracts Manager or Works Manager
Selection of use of suitable hand tools and quality of materials required on site
Assessment of individual site safety, signing and guarding

Operational responsibility:

The post holder is responsible for the use of a Company Van
The post holder has a duty of care and responsibility for the Health, Safety and welfare of his/herself and work colleagues
The post holder has a duty of care and responsibility for the correct use of plant and scaffolding

Communication:

Daily contact with the Contracts Manager and employees
Daily contact with members of the public, ensuring their health and safety and other contractors working alongside B-Trac's employees

Working Conditions:

Physical effort required and/or mental strain involved
A high degree of physical effort is required when carrying out the majority of duties
Lone working
Concentration required when erecting scaffold and working with plant
The transportation of waste materials
Working in confined spaces
Noise and dust control from brick and cement products
Working at heights
Working in and around occupied properties
Multi-site work
External/internal works in all weathers

Special Features:

38 hours per week basic. Overtime as and when required
The requirement to be on telephone contact with the office and other employees
The post holder is required to provide a range of general tools suitable to carry out their duties

Contact for further details

Unit 10, Broadwyn Trading Estate, Waterfall Lane,
Cradley Heath, West Midlands B64 6PS
Tel: (0121) 559 0934
Fax: (0121) 561 5114
E Mail: b-tracservices@btconnect.com
www.b-tracservices.co.uk
Registered in England and Wales No.3169356

