



RAMSEY TOWN COMMISSIONERS

Particulars relating to the post of

Works Supervisor

OCTOBER 2020

LIST OF CONTENTS

Advertisement	Page 3
Appointment Procedure	Page 4
Job description	Page 6
Person Specification	Page 11
Conditions of Service	Page 13
General Information:	
Appendix A - Functions and Duties	Page 15

*Further information can be obtained from the
Ramsey Town Commissioners' Web Site at:
www.ramsey.gov.im*

RAMSEY TOWN COMMISSIONERS

WORKS SUPERVISOR

An opportunity exists for a suitably experienced and motivated individual to join the workforce of Ramsey Town Commissioners in the position of Works Supervisor. The position is for a 37 hour week.

For more details and an application form, please contact the undersigned or download them from www.ramsey.gov.im.

Applications close at 12 noon on Monday 16th November, 2020

H S Bevan
Deputy Town Clerk
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 Monday, 16th November 2020**. Application forms should be returned to:

H S Bevan
Deputy Town Clerk
Ramsey Town Commissioners
Town Hall
Ramsey IM8 1RT

Applications should be marked:

**Private and Confidential
WORKS SUPERVISOR**

Applications can also be emailed to: humanresources@rtc.gov.im, with a Subject line of "Works Supervisor".

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 on Tuesday, 24th November 2020.

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 Deputy Town Clerk 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	Works
DESIGNATION	Works Supervisor
REPORTS TO	Technical Services Manager
DURATION OF POST	Permanent Post
HOURS OF DUTY	Normal hours of work – 37 hours per week

The core hours will vary depending on operational and seasonal needs. There will be a requirement to work overtime which will be paid at the applicable rate.

JOB PURPOSE

The post of Works Supervisor is one of middle management on the workforce of Ramsey Town Commissioners. The Works Supervisor is responsible under the supervision of the Technical Services Manager for a wide range of duties, including the direct supervision of members of the workforce. The ability to prepare written reports is a prime requirement of the post.

The main duties and responsibilities of the post of Works Supervisor are summarised below but should not be considered as exhaustive:-

- To supervise the day to day operations of the workforce under his control.
- To order and supervise all repair and alteration works carried out by indirect labour (sub-contractors) and to record maintenance operations on a pre-determined schedule.

SUMMARY OF MAIN DUTIES

- To report on a regular basis to the Technical Services Manager on work progress.
- To allocate day to day duties to the workforce and to generally supervise and monitor work performance; and health and safety requirements – including disciplinary and capability procedures as required, and staff recruitment for Works and the NCAS.

- To arrange and supervise training of all staff in all necessary areas including health and safety, refuse collection, Energy from Waste facility training, general vehicles, machinery, plant and equipment supervision, and to train staff for refuse bin lifting provision as a recognised trainer.
- To review and document risk and COSHH assessments; and prepare method statements for all aspects of work undertaken by direct labour.
- To provide information for the preparation of budgets – bins, training, purchase of equipment etc.

Refuse

- To supervise and improve the efficiency of the refuse collection service within the Town, working with the Technical Services Manager and Technical Services Assistant when major changes are required.
- To assist the Technical Services Assistant in the preparation of accounts for commercial refuse collections.
- To manage the effective provision of refuse bins for domestic and commercial properties as required, ensuring that the Technical Services Assistant has records of all bin changes.
- Checking of CCTV footage for bins not collected and feeding back to Technical Services Manager and Assistant reasons for non-collection.
- Finding cover for sickness and holidays of crews – calls will generally be outside of normal working hours.
- Liaising with suppliers to address any issues on the refuse wagons in a timely manner, getting engineers to assist when required.
- To ensure that any requirements for additional collections during peak periods are met by preparing and operating a suitable rota, and ensuring that risk assessments and method statements are completed and communicated.
- To work closely with maintenance contractors to ensure the safe and legal requirements for the servicing and repairs of refuse wagons are done in a timely manner to safeguard efficient collection services with minimal disruption.
- To keep records of daily checks, fuel usage, servicing and repairs and any other items as required.

Litters

- To ensure a suitable rota is prepared and communicated to stakeholders a minimum of a month in advance for weekend working and public holidays.
- Ensuring that any additional resource requirements are shared fairly across the workforce and suitable notice and communication is given.
- Provision of litter removal and disposal for events.
- To provide an efficient litter collection service within the Town including provision of new bins and material, separation and recording of weights from the litter collection, supervising and manufacturing concrete bases, organising cleaning of litter bins on a monthly basis, providing additional bins and collections for events, organising, recording and following up fly tipping occurrences.

Fleet

- To ensure that vehicles are serviced and in a road worthy condition, in line with manufacturers and legal requirements, any repairs are completed as soon as practically possible or the vehicle removed from service till the issue is resolved.
- Where items are coming to the end of life, any repairs to be brought to the attention of the Technical Services Manager and a decision taken on whether to repair or report to Board.
- To provide accurate records for mileage, fuel and daily checks ensuring any defaults are actioned in a timely manner.
- To assist in the preparation of specifications for new vehicles, plant and equipment.

Events

- Supervising and liaising with event organisers for events within the Town including the identification and provision of necessary resources and removal of all equipment, including rubbish removal and disposal.
- Erection & dismantling of barriers, flags and staging in connection with seasonal events.
- Preparation for special events including sourcing and erection of Christmas trees, firework events, National Week requirements and motorcycle events including Sprints.

General

- To liaise closely with the Head Gardener to ensure the proper allocation of workforce to cover various works operations – grass cutting, weeding and tree work etc.
- To supervise grass cutting on roadside verges and on the amenity areas in the town under your supervision.
- To assist the maintenance staff in the provision of grass cutting to empty Authority properties.
- Erection and maintenance of Street Nameplates around the town, and any other signs as may be deemed necessary.
- Annual maintenance and cleaning of the Town War Memorial and preparation of the site for Remembrance services.
- Supervise and arrange for repairs to car parks within RTC ownership, including line painting and drainage systems.
- Liaise with other Local Authorities and the Isle of Man Government to prepare for weather issues, including flooding, snow and ice.
- To carry out general administration duties including rota's, training, leave, sickness, signing off timesheets.
- To participate in Health and Safety Committee meetings and supervisors meetings with other sections of the Commission to ensure joined up working across the commission.
- To supervise the performance of the street cleaning staff including maintenance of records, ensuring routes are followed and maintained; and organising the provision of maintenance for the machines.

- To supervise the operation of the Northern Civic Amenity Site – organising servicing of plant and equipment, collecting timesheets and weekly returns. The site is a 361 day operation and calls may be made at weekends for assistance.
- To undertake any disciplinary or capability issues for the staff.
- To liaise with Isle of Man Government, Local Authorities and private contractors in respect of specifications for vehicles, plant, machinery and items of plant and equipment.
- To regularly report to the Technical Services Manager on general progress of the workforce and programming of works and the submission, on a monthly basis, of reports for circulation at Board Meetings.
- To carry out other duties as may be determined by the Technical Services Manager, Deputy Town Clerk and Town Clerk.

N.B. This job description is not exhaustive, in that staff within the Technical Services Department are required to deal with many and varied responsibilities which do not easily fall into the specific categories or may be treated as 'one-off' occurrences.

<u>SKILLS REQUIRED</u>	<u>Essential</u>	<u>Desirable</u>
Full and Clean driving licence	X	
HGV licence – or be willing to obtain one within 2 years	X	
Have ILM Level 3 Management training – or agree to undertake course within 2 years of starting		X
Has an awareness of Health and Safety legislation and its application in the work place,	X	
Ability to work on own, under instruction and as part of a team with a positive attitude.	X	
Ability to deal with colleagues and customers in a polite and courteous manner.	X	
Be flexible and willing to work across various activities undertaken by Works Section.	X	
Experience of grass cutting, refuse collections, road repairs		X
The ability to prioritise work and to achieve deadlines/targets	X	

Financial experience - working to budgets		X
Fleet qualifications or experience		X

HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?

The job occupant has responsibility for the supervision of up to 15 other staff or contractors.

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

1. All machines, equipment and materials required to be used by the post holder, staff and belonging to or on hire to the Commission.
2. The Fleet 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 as the role is performed within Public Areas.

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

No.

SIGNED – POST HOLDER _____

SIGNED – LINE MANAGER _____

SIGNED – TOWN CLERK _____

DATE _____

RAMSEY TOWN COMMISSIONERS

WORKS SUPERVISOR

PERSON SPECIFICATION

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

REQUIREMENT		ESSENTIAL / DESIRABLE	TEST
EDUCATION - to include but not be limited to			
1.	Good level of general education with good literacy and numeracy skills	Desirable	Production of Certificates
2.	Have ILM Level 3 Management training – or agree to undertake course within 2 years of starting	Desirable	Production of Certificates
EXPERIENCE - to include but not be limited to			
2.	Experience of working in a public facing or community role and of dealing with members of the public in a professional and efficient manner	Essential	Application Form and Interview
3.	To hold a current full driving licence	Essential	Production of Driving Licence
4.	The holding of a HGV Licence is desirable or agree to obtain one within 2 years	Essential	Production of Driving Licence
4.	Have an awareness of Health and Safety legislation and its application in the work place	Essential	Application Form and Interview
5.	Ability to work to a high standard and to record and maintain accurate records and write reports of work carried out	Essential	Application Form and Interview
6.	Experience of grass cutting, refuse collections and road repairs	Desirable	Application Form and Interview
7.	Appropriate communication skills given that the post-holder will be in regular contact with Members, officers and the public	Essential	Application Form and Interview

8.	The ability to prioritise work and to achieve deadlines/targets	Essential	Application Form and Interview
9.	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
9	Financial experience including working to and setting budgets	Desirable	Application Form and Interview
10	Experience managing a small vehicle fleet	Desirable	Application Form and Interview
11	Have an understanding of "Chapter 8 Safety at Street Works – A Code of Practice"	Desirable	Application Form and Interview
12	Hold a NEBOSH Certificate in "Health and Safety at Work" (or equivalent) or be willing to train for one within 2 years	Desirable	Application Form and Interview

RAMSEY TOWN COMMISSIONERS

WORKS SUPERVISOR

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

Period of Continuous Employment	Minimum Notice
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

Period of Continuous Employment	Minimum Notice
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 8, salary scale points 15 to 19 (currently £24, 211, £26,770 and £29,324). 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

The core hours will vary depending on operational and seasonal needs.

At the time of appointment it is anticipated that the core hours will be:

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.

There will be a requirement to work overtime which will be paid at the applicable rate.

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 Deputy Town Clerk.

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	