

**Midland Metro Limited (MML) – Civils Work Team Member**

<b>Post Title:</b>	Civils Work Team Member
<b>Department:</b>	Infrastructure
<b>Location:</b>	Midland Metro Limited
<b>Reporting to:</b>	Civil Works Team Leader
<b>Direct Reports:</b>	None
<b>Role Purpose:</b>	<ul style="list-style-type: none"> <li>• To maintain the West Midlands Metro tram stop structures and assist with engineering tasks within other Infrastructure department disciplines</li> <li>• To support and assist with the MML switching programme of electrical substations</li> <li>• To perform Lookout duties in line with the expansion and MML programmes of works</li> </ul>
<b>Role Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Repairs to block paving at tram stops</li> <li>• Repairs and maintenance to drainage on and off track</li> <li>• Painting of MML responsible structures</li> <li>• Localised lifting and packing of tram stop transitions and other areas</li> <li>• Landscaping duties</li> <li>• Switching assistant of electrical substations</li> <li>• Lookout duties</li> <li>• Fill out reports into the asset management information system</li> <li>• Assist other disciplines with the Infrastructure department</li> <li>• To be able to work unsociable hours on a roster as and when required</li> </ul>
<b>Training:</b>	<ul style="list-style-type: none"> <li>• Access platform course</li> <li>• Slinging and lifting course</li> <li>• Basic bricklaying and building maintenance course</li> <li>• Tree climbing and use of landscaping tools</li> <li>• Lifting and packing training</li> <li>• Small plant and tools training</li> <li>• Personal track safety</li> <li>• Points clipping, scotching and cranking</li> <li>• Principle Member of Staff on Scene (PRIMOSS)</li> <li>• Manual handling</li> <li>• Competent person substation course</li> <li>• Machine controller course</li> <li>• Person In Charge (PIC) &amp; Person In Charge Of Possession (PICOP) Training</li> </ul>
<b>Health &amp; Safety:</b>	<ul style="list-style-type: none"> <li>• To be aware of your personal security and the security of your vehicle or place of work.</li> <li>• To comply with Safety Management Systems (SMS) instructions and directives issued by management.</li> <li>• To use the appropriate safety equipment properly.</li> <li>• To wear Personal Protective Equipment where applicable and report any loss.</li> <li>• To refrain from the wilful misuse or interference with anything provided in the interests of health, safety and welfare.</li> <li>• To refrain from any action that might endanger themselves, other employees, customers or members of the public.</li> <li>• To ensure that all necessary safety precautions are taken and, if they are in a management or supervisory position ensure that instructions are provided.</li> </ul>

	<ul style="list-style-type: none"> <li>• To report immediately any accidents, incidents or near misses to your line manager as soon as possible and always within 24 hours. This should include both personal injury and vehicle damage.</li> <li>• To attend and cooperate in any investigation following an incident as required.</li> <li>• To cooperate with your employer in attending and actively participating in any health and safety related training courses as required.</li> <li>• To report immediately any hazard, faulty equipment or health and safety concern to your line manager and ensure action is taken to make the hazard safe i.e. fencing them off, using signs etc</li> </ul>
Decision Making Authority:	<ul style="list-style-type: none"> <li>• None</li> </ul>
People Management:	<ul style="list-style-type: none"> <li>• None</li> </ul>
Legislation & Compliance:	<ul style="list-style-type: none"> <li>• In common with the whole rail industry, the successful applicant will be required to pass a stringent drugs and alcohol test.</li> </ul>

**Person Specification – Civils Work Team Member**

<b>Tasks:</b>	<b>Level of Experience</b>	<b>Desirable Or Essential</b>
<b>Work Experience:</b>	<ul style="list-style-type: none"> <li>• To demonstrate working as part of a team.</li> <li>• Worked within a similar role</li> <li>• Track maintenance</li> <li>• Building works</li> </ul>	Essential Desirable Desirable Desirable
<b>Education:</b>	<ul style="list-style-type: none"> <li>• To have GCSE Maths and English at Grade C or above.</li> <li>• Electrical and mechanical qualifications</li> <li>• Building qualifications in brick laying and painting</li> </ul>	Desirable Desirable Desirable
<b>Managing People:</b>	<ul style="list-style-type: none"> <li>• To be able to lead and use own initiative as part of a team</li> </ul>	Essential
<b>Communication:</b>	<ul style="list-style-type: none"> <li>• Must have excellent interpersonal skills</li> <li>• Good attention to detail</li> <li>• Good communication skills in written and verbal communications.</li> </ul>	Essential Essential Essential
<b>Additional Qualities:</b>	<ul style="list-style-type: none"> <li>• A flexible approach to working hours</li> <li>• To work unsocial hours as &amp; when required</li> <li>• Ability to use own initiative</li> <li>• To be able to work on different equipment's e.g. chainsaw.</li> <li>• Have experience of working in a safety culture</li> <li>• Must be able to drive and hold a Full UK driving Licence</li> <li>• To work on a shift system which may include nights</li> </ul>	Essential Essential Essential Desirable Desirable Essential Essential
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• To be trustworthy</li> <li>• To be reliable and punctual</li> <li>• To take pride in their appearance and adhere to the Company Dress Code Policy and Procedures.</li> </ul>	Essential Essential Essential
<b>Driving through Change:</b>	<ul style="list-style-type: none"> <li>• To have contributed to work place improvements ways of working in your team</li> </ul>	Desirable
<b>Drugs &amp; Alcohol</b>	<ul style="list-style-type: none"> <li>• To undertake drugs and alcohol testing in line with current company procedures and policy.</li> </ul>	Essential