

Job Description and Person Specification

Building Construction Engineer

Job Details	
Grade	6
Service	Repairs and Maintenance
Location	Whitley Depot
Job Evaluation Code	

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>To carry out a broad range of construction, repair, and maintenance tasks across residential, commercial, or public sector properties, ensuring all works are delivered to a high professional standard. The role requires the application of multiple trade skills—including bricklaying, plastering, carpentry, and basic plumbing—while adhering to health and safety standards and organisational procedures. The postholder must demonstrate a sound understanding of building regulations, compliance requirements, and the principles of structural integrity, including the ability to interpret structural calculations and technical drawings. The builder/multi-skilled worker is expected to work independently and collaboratively, contributing to the safe, efficient, and compliant delivery of construction and maintenance projects.</p>

Key Responsibilities and Accountabilities			
<ul style="list-style-type: none"> • Carry out a variety of construction and maintenance tasks, including bricklaying, plastering, tiling, carpentry, and basic plumbing, to a high standard and in line with project requirements. 			
<ul style="list-style-type: none"> • Interpret and work from technical drawings, specifications, and structural calculations, ensuring all work complies with relevant building regulations and industry standards. 			
<ul style="list-style-type: none"> • Ensure all works are completed safely, in accordance with health and safety legislation, risk assessments, method statements, and company policies. 			
<ul style="list-style-type: none"> • Maintain compliance with current building regulations, codes of practice, and quality standards relevant to the tasks being undertaken. 			
<ul style="list-style-type: none"> • Work effectively both independently and as part of a team, contributing to the timely and cost-effective delivery of construction, maintenance, and repair projects. 			
<ul style="list-style-type: none"> • Identify and report any structural or compliance issues, defects, or potential hazards, escalating where necessary to supervisors or project managers. 			
<ul style="list-style-type: none"> • Undertake accurate measurements, calculations, and estimates as required for the completion of works or to assist with project planning, quotations and materials ordering. 			
<ul style="list-style-type: none"> • Liaise professionally with clients, tenants, and colleagues, ensuring a high standard of customer service and clear communication at all times. 			
<ul style="list-style-type: none"> • Record and report progress and completion of work using job management systems, tablets, or paperwork, ensuring accuracy and timely updates. 			
<ul style="list-style-type: none"> • Assist in the training and mentoring of apprentices or junior staff, where appropriate, sharing knowledge and ensuring safe working practices. 			
<ul style="list-style-type: none"> • Attend training sessions and toolbox talks as required, maintaining up-to-date knowledge of health and safety, building regulations, and multi-trade best practices. 			

Key Relationships			
External:	Schools, External Clients, Members of the public	Internal:	Coventry City Council Employees and Stakeholders

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

None

Person Specification

Requirements

Knowledge	<ul style="list-style-type: none"> • Knowledge of current UK Building Regulations and compliance standards, including structural safety, fire regulations, and accessibility requirements.
Knowledge	<ul style="list-style-type: none"> • Understanding of construction materials, methods, and sequencing, including the ability to assess their appropriate use in various building and repair scenarios.
Knowledge	<ul style="list-style-type: none"> • Awareness of health and safety legislation and safe working practices, including Control of Substances Hazardous to Health (COSHH), manual handling, and risk assessment procedures.
Skills And Ability	<ul style="list-style-type: none"> • Ability to carry out a range of skilled building tasks (e.g. bricklaying, plastering, basic plumbing, carpentry) to a high standard with minimal supervision.
Skills And Ability	<ul style="list-style-type: none"> • Strong problem-solving skills, with the ability to assess on-site issues and determine practical, compliant solutions.
Skills And Ability	<ul style="list-style-type: none"> • Effective communication and interpersonal skills, with the ability to liaise professionally with clients, colleagues, and supervisors.
Experience	<ul style="list-style-type: none"> • Proven experience in carrying out general building and maintenance work, including at least two core trades such as bricklaying, plastering, or carpentry.
Experience	<ul style="list-style-type: none"> • Experience working on residential, commercial, or public sector construction or repair projects, either independently or as part of a team.

Experience	<ul style="list-style-type: none"> Familiarity with working in environments that require adherence to building regulations, health and safety standards, and quality control procedures.
Qualification	NVQ Level 2 or 3 in a relevant construction trade (e.g. Bricklaying, Carpentry, Plastering, or Multi-Skilled Construction Operations)
Special Requirements	Full UK driving licence

Disclosure and Barring Service (DBS)			
Does the role require a DBS check?			
Find out which DBS check is right for your employee - GOV.UK			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input checked="" type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:	Kirsty Cowie		
Job Title:	Commercial Manager	Date:	07/05/2025

Types of DBS checks

Basic check - £21.50

The basic check can be used for any position or purpose. A basic certificate will contain details of convictions and cautions from the Police National Computer (PNC) that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.

Standard check - £21.50

The standard check is available for duties, positions and licences included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975, for example, court officers, employment within a prison, and Security Industry Authority (SIA) licences.

A standard level certificate contains details of all spent and unspent convictions and adult cautions from the Police National Computer (PNC) which have not been [filtered in line with legislation](#).



Enhanced check - £49.50

The enhanced check is available for specific duties, positions and licences included in both the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and the Police Act 1997 (Criminal Records) regulations, for example, regularly caring for, training, supervising or being solely in charge of children, specified activities with adults in receipt of health care or social care services and applicants for gaming and lottery licences.

An enhanced level certificate contains the same PNC information as the standard level certificate but also includes a check of information held by police forces.

Enhanced with a barred list check - £49.50

The enhanced check with barred list check(s) is only available for those individuals who are carrying out regulated activity and a small number of positions listed in Police Act 1997 (Criminal Records) regulations, for example, prospective adoptive parents and taxi and Private Hire Vehicle (PHV) licences.

An enhanced level certificate with barred list check(s) contains the same PNC information and check of information held by police forces as an enhanced level check but in addition will check against the [children's and/or adult's barred lists](#).

If your application includes a request to check the barred list(s) the DBS has a statutory duty to consider any information that suggests you may pose a risk of harm. We will write to you if you are affected.