

JOB DESCRIPTION

Post Title: Labourer	Director/Service/Sector HFN		Office Use
Grade: 3	Workplace: Anywhere in county		JE ref: 3167 HRMS ref:
Responsible to: Team Leader	Date: 25/02/16	Manager Level:	
<p>Job Purpose: To assist with the undertaking of repairs to the Council's housing stock, public buildings and other premises to a high quality in accordance with any pre-determined specification, time-scale or appointment.</p> <p>The services provided must be of the highest standards in terms of customer care and provided in a cost effective manner. The post holder will be committed to the principles of best value and continuous improvement in performance and service delivery.</p>			
Resources	Staff	none	
	Finance	none	
	Physical	Vans, Tools, Equipment	
	Clients	Tenants	
<p>Duties and key result areas:</p> <ul style="list-style-type: none"> ● Assist in the undertaking of repairs and maintenance to council housing stock, public buildings, and other premises to the highest standards. ● Undertake general labouring activities to the highest standard in accordance with work requests and pre-determined specifications. This will include the removal of existing structures and fixtures, removal of household furniture, rubble and effects from gardens, lofts and room areas, the cleaning of surfaces including floors, worktops, paint work, pointing of brick work, roof repairs, fencing repairs, renewal of drainage gullies and any others tasks which are reasonable of this role ● To have a sound knowledge of a wide range of construction trades, processes, components and equipment ● To have a sound knowledge of practical construction site health and safety, and be able to take instruction on and apply this knowledge. ● Be able to keep track of stock levels, and report back to team leader in a timely fashion, to enable stocks to be ordered and replenished ● To undertake visual inspections of condition of properties prior to works starting, and again upon completion. ● To be able to drive vehicle stock as required in a safe and considerate fashion, and complete any vehicle inspections required. ● To be able to work to deadlines and timescales, show initiative, and work un-supervised. ● To ensure that high levels of customer care are adopted when undertaking construction and repair work to tenanted properties, including giving information and advice, protecting tenants property and possessions from damage, keeping the work areas tidy, and safe, minimising dust, disturbance, and disruption, feed back any areas of concern to Team Leader. ● Be competent to carry out minor construction work repairs- eg.- remove hanging baskets, minor pointing repairs, mastic pointing, touching up decorating etc. 			

- To be physically fit and able to perform work duties, including-: lifting, working at height etc. and be prepared to work outside in various weather conditions.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Daily travel to various locations within county,(mainly Newsham)

Working patterns: 37 hours per week/ overtime as required

Working conditions: Working on tenanted properties, void houses, public buildings etc. and working in all weather conditions

PERSON SPECIFICATION

Post Title: labourer	Director/Service/Sector: HfN	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
Full UK driving licence Good working knowledge of construction site health and safety Nvq level 2 minimum trade qualification	Understanding of local authority housing. CSCS card strongly preferred Working at height	
Experience		
Extensive general building site labouring experience Experience in a customer facing enviroment	Experience of working in the social housing sector	
Skills and competencies		
Be competent to use tools and equipment to carry out construction repairs Good communication skills Excellent team player Experience working on scaffolds in various weather conditions Sharp eye for detail Be competent and capable to complete pre-start, and post inspection checks and fill in certificates		
Physical, mental and emotional demands		
Working in a range of positions and demanding places and conditions Understand tenants diverse needs and demands Work effectively as part of a larger team Must be self-motivated and understand the collective nature of construction work		
Other		
Able to work some flexible hours as job dictates		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits