



## Job Description and Person Specification

<b>Job Title</b>	<b>Labourer</b>
<b>Job Grade</b>	3
<b>Reports to</b>	Repairs Service Manager
<b>Direct Reports</b>	None
<b>Other Resources</b>	Company Vehicle Company mobile phone Plant, tools and equipment from time to time Imprest stock
<b>Role Purpose</b>	To carry out labouring and delivery duties to provide an effective and efficient delivery and collection service. Assist trade colleagues in a wide variety of tasks to assist with the execution of their duties. Liaise with other employees, tenants and Management as required.
<b>Key Accountabilities</b>	<ol style="list-style-type: none"> <li>1. To carry out general labouring and driving duties.</li> <li>2. Driving duties e.g. vans buses trailers mini digger's cherry pickers.</li> <li>3. To be able to work without supervision, to provide a delivery and collection service of building and similar materials to site.</li> <li>4. Assist trade colleagues in a wide variety of tasks to assist with the execution of their duties.</li> <li>5. To understand about relevant materials, their use, method statements etc., and be able to support trade colleagues in utilising the appropriate materials for each job.</li> </ol>

	<ol style="list-style-type: none"> <li>6. To collect waste from site and dispose of in an appropriate manner.</li> <li>7. To complete all relevant paperwork such as log sheets, time and work sheets.</li> <li>8. To be able to carry out duties in line with Health and Safety Legislation.</li> <li>9. To take reasonable care for own and others Health and Safety and for that of all parties affected by activities carried out as an individual.</li> </ol>
<p><b>Generic Responsibilities</b></p>	<ol style="list-style-type: none"> <li>1. Ensure customer focus is at the forefront of working practices.</li> <li>2. Ensure that operational processes and procedures are adhered to.</li> <li>3. Contribute to the effective running of the service area through attendance at meetings and training events as required.</li> <li>4. Demonstrate and promote excellent standards of customer care in the context of Nottingham City Homes' Mission, Vision and Values, to uphold the Equality and diversity policy and to participate in training activities necessary to your post.</li> <li>5. Adherence to Standing Orders and Financial Regulations and Health and Safety standards.</li> <li>6. Promote and encourage tenants and leaseholders to be involved as respected partners in influencing, developing and improving services in their local area, in line with the corporate plan to 'create homes where people want to live'.</li> <li>7. Other duties which are broadly consistent with the job description and level of the post.</li> </ol>

Created.....

Signed and agreed by the post holder..... date.....

**PERSON SPECIFICATION – Labourer**

<b>Requirements</b>	<b>Essential – E /Desirable - D</b>
<b>Experience and knowledge</b>	
1. Knowledge of building materials.	E
2. Understanding of functions carried out by general trades.	E
3. Experience in carrying out labouring duties.	E
4. Experience in completing forms such as job/log sheets	E
5. Experience of using various plant and equipment	E
6. Knowledge of customer care and service delivery procedures	E
7. Practical application of Health and Safety Legislation in the construction industry, particularly Health and Safety at work and the COSHH Regulations	E
<b>Skills &amp; Abilities</b>	
1. Able to work as a member of a team or on own initiative.	E
2. Able to communicate effectively with a diverse range of people.	E
3. Demonstrate self-motivation, and able to work with a minimum of supervision.	E
4. Physically capable of very frequently lifting and carrying heavy and awkward loads, often up stair/ladders or over some distances.	E
5. Ability to completing a range of work related documentation such as order forms and time sheets.	E
6. Must demonstrate an awareness and understanding of equality issues and a commitment to the implementation of Nottingham City Homes' Equality and Diversity Policy	E
7. Ability to challenge discriminatory attitudes, statements and behaviour	E

8. Must be flexible and be prepared to work outside normal office hours according to the needs of the service and willing to work at other office locations as required.	E
<b>Qualifications</b>	
1. To hold a full current driving licence	E
2. Be willing to undertake a DBS check	E
<b>Behaviours</b>	
1. A willingness to work in a flexible manner to ensure work targets are met.	E
2. Self-motivation	E
3. Effective communication	E
4. Well organised and a methodical approach to completing tasks	E
5. Ability to prioritise	E
6. Customer focused on reaching resolutions to issues	E

**Author**.....

**Date**.....