



Post title	Labourer
Division / Section	Housing Property Services
Department	Place
Responsible To	Team Leader
Number of Posts	

Purpose of Job

To work, either as an individual or as part of a team of operatives use labouring skills in council properties and non council properties.

Contribute to delivering the Councils core values.

Major Tasks / Job Activities

Complete labouring related work within council properties and non council properties 100%

Clear out properties inside and out and leave a safe environment for following trades. This includes clearing up after fires and floods.

Erect and dismantle temporary structures e.g. polling booths, fencing etc.

Install and replace fixtures and fittings e.g. clothes poles and rotary driers.

Remove and refit steel security doors and steel shutters when required.

Reactivation of alarms where required.

Erect and dismantle tower scaffolding.

Operate High Pressure Water Jetter for drain clearing.

Carry out hand excavations for drainage, CCTV cabling etc.

Where applicable for the service area, operate, reciprocal saws, breaker guns, chisels and cordless drills and screw drivers.

Fit manhole covers and frames.

Paint fences, gates and other untreated rough timber.

Removal and refitting of Hand holes and hit and miss drain covers and other hardware.

Manually clear choked drains and chutes.

Lift and relay slabs as and when required.

Deliver materials to sites e.g. building materials, heaters, dehumidifiers etc.

Make property safe after vandalism/accidents.

Erect emergency barriers and signage.

Carry out lift labouring work as required.

Gritting roads and pavements.

Winter weather working e.g. snow clearing.

Strip out premises and prepare for new installations.

Clean and re lamp stair lighting, test fuses and breakers and ensure lamps are working. Reset time clocks.

The safe separation and recycling of components/materials in accordance with current legislation.

As required report all non labouring faults to FM Helpdesk/ Repairs Direct/Management

Liaise with all customers to provide a customer focussed service.

Keep records of work undertaken.

Communicate with management and other colleagues via appropriate method.

Complete jobs within the required timescale.

Comply with H&S policies and procedures and carry out on site risk assessments for jobs undertaken.

Organising and ordering materials via stores and external suppliers and returning unused materials.

Standby, all operatives must participate in the out of hours emergency standby rota within their service division.

Multi skilling, you will be expected carry out multi trade tasks that compliment and are associated with the core work activity tasks which you carry out.

Ensure site of job is left clean and safe.

Attend team meeting, performance reviews, training etc as required.

Undertake any other reasonable duties as directed by management.

**Supervision and Management of People
(Numbers and type of staff)**

None

Creativity and Innovation

The post holder requires skills to solve on the job problems which arise when carrying out their duties to ensure the work is completed to an acceptable standard.

They are also required to ensure that all sites are a safe place to work, this requires problem solving skills / risk assessments to ensure work is able to progress safely.

Required to identify as appropriate equipment/tools/materials e.g. small plant, hand tools etc.

Contacts and Relationships

The post holder will be required to assess requirements and inform customers of:

- Work to be carried out.
- How the works will impact on them or the users of the building.
- Any further work still to be completed.
- Health and Safety information.

The post holder will be required to develop and maintain effective relationships with a diverse range of people and organisations, including:-

- Repairs Direct/FM Helpdesk to get new jobs, modify jobs, request other trades etc.
- Relatives, Housing Officers and Social Workers of vulnerable customers. To explain about visit, gain access and complete the job.
- Post holders must inform appropriate building contact on arrival, completion or no access.
- Fleet Services in relation to vehicle checks.
- Management in relation to Operational provision, health and safety, performance, change, and resolving issues.
- Colleagues and contractors in relation to completing labouring work.
- Emergency Services in relation to emergency situations that may arise. Housing Officers in an emergency situation to provide assistance.

Decisions (Discretion)

The post holder will be required to make the following decisions:

- The best way to carry out the work required.
- Decides what equipment is required.
- If any follow on work is required.
- Inform management of any extended work periods which may impact on meeting future appointments/planned visits.
- If any activity in a property is improper or gives cause for concern it should be reported to management.

Decisions (Consequences)

The decisions made in the course of the job will impact on the health and safety of themselves, customers and colleagues, customer satisfaction and performance against targets.

Resources

The post holder is responsible for the safe use, safekeeping and cleanliness of their non LGV vehicle, plant including dehumidifiers, heaters etc, tools, PPE and where applicable IT equipment including mobile communications equipment. Vehicles provided are for the sole use of Council Business only.

The post holder will carry up to £1k of plant equipment and up to £2k of stock within the vehicle allocated to them. They are fully responsible for the safe keeping, monitoring and replenishment of these resources. The value of IT and phone equipment is approximately £500.

The post holder is required to complete vehicle check sheets, standby sheets and job sheets and complete HAVS recording.

Environment – Work Demands

The post holder is fully responsible for completing the work once a full risk assessment has been carried out by them and completed within the set designated timescales. They are expected to make the assessment on site and inform the customer. If they are unable to complete the work they must inform the management and/or Repairs Direct/FM Helpdesk to book follow on work before leaving site.

Environment – Physical

This is an operational post and physical demands such as manual handling, carrying, bending, kneeling and generally working in small awkward spaces are required as part of the job.

For the duration of the shift the post holder will be standing, stretching and crouching in confined spaces under floorboards, in attics and in cupboards.

The post holder is required to manoeuvre, lift and carry heavy items such as kitchen units, worktops, windows, and timber etc, also carrying tools/ladders up and down flights of stairs where there are no lifts and in awkward stairwells.

Moves and lifts furniture, white goods and carpets/flooring. All for more than 50% of the time worked.

The post holder is also required to bring down ceilings.

Environment – Working conditions

The post may require the labourer to work in conditions for long periods of time which could be:

- Extremely dusty and dirty due to working under floorboards, in attics and in the use of power tools and vibrating machinery for the duration of each job.
- Extremely dirty in unhygienic properties. Potentially exposed to pet/human excrement, parasites etc.
- Exposed to contaminated material and raw sewage when clearing drains
- Extremely cold e.g. empty properties with no heating. Or extremely hot e.g. residential Homes for the Elderly.
- Outside in all weathers including winter weather working.

Care should be taken with the following:

- Working up ladders, on roofs, under floorboards and in attics.
- Working close to other services such as gas, electricity and water supplies.
- Using COSHH material.
- Lone working as may be subject to challenging behaviour.

Knowledge and Skills

The post holder must have:

- A full UK driving licence.
- A CSCS Card.
- PASMA certificate for tower scaffolding

- High Pressure Water Jetting Ticket

The post holder should have a working knowledge of all current Health and Safety legislation and best practice.

Be able to communicate information to customers and colleagues which is meaningful.

Be able to use a range of communication skills when dealing with challenging customers.

Flexibility is essential, together with excellent communication skills and the ability to communicate effectively with people.

Health and Safety

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required take care for their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and should comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Organisation Structure

(attach structure - specific to area of operation)