

GREENWICH COUNCIL

JOB DESCRIPTION

DEPARTMENT	Repairs & Investment	POSTHOLDER
SECTION	Occupied	GRADE
DESIGNATION	LABOURER	POST NO:

Purpose of job

To undertake a wide range of general labouring tasks and activities either alone or as part of a team or in support of a Building Tradesperson as appropriate throughout the borough.

Specifically

1. To provide general labouring skills throughout all contracts serviced by Repairs and Investment.
2. To hold a full driving license and drive vehicles as requested by the line manager and where appropriately licensed. Ensure required vehicle checks are carried out in accordance with RBG Policies
3. To be responsible for the security of vehicles and plant used ensuring they are locked or stored in a safe place overnight.
4. To liaise with the line manager and skilled operatives to be instructed on required works.
5. To use a range of powered tools and equipment, small tools and access equipment and to report all defects.
6. To clean and undertake minor maintenance of equipment ensuring that plant is maintained in a safe working order for day-to-day operational duties.
7. Materials used are ordered/collected/delivered in accordance with RBG's policies and procedures.
8. When working with other tradespersons provide assistance to enable the works to be completed to the appropriate standard and within the priority of the order.
9. To have due regard to the provision of Health and Safety legislation at all times in accordance with the Asset management RED FOLDER induction.
10. To be responsible for the Health Welfare and safety of others whilst undertaking works (Protection of the Public)
11. To use new IT or Handheld technology.
12. To respond to emergency call out as appropriate in the event of a Borough emergency. Attend and assist as required.

13. To fully comply with Repairs and Investment' Quality Management system, contributing to the system and put forward to management any proposals or amendments to improve Repairs and Investment operation and ensure continuous improvement of the service.
14. Attend and contribute to all meetings/training as requested by Repairs and Investment
15. To carry out all duties with due regard to Health and Safety at Work requirements and regulations, the Council's Equal Opportunities policies, Customer Care Policy, and Corporate/Departmental aims, values and objectives.
16. You will need to be physically fit and hold a full drivers license

DESIGNATION OF POST TO WHICH POSTHOLDER NORMALLY REPORTS:

Line Manager