

JOB DESCRIPTION

POST TITLE:	VOIDS LABOURER/DRIVER
POST NUMBER:	HB19
GRADE:	D
RESPONSIBLE TO:	Works Supervisor (Voids)
RESPONSIBLE FOR:	Cleaning and clearance of void properties, general labouring and driver duties, plant work and semi skilled repair works.
LIAISON WITH:	Works Supervisors, Tenants, Operatives

KEY CORPORATE ACCOUNTABILITIES:

The post holder will be responsible for assisting other staff in carrying out both void and responsive repairs works by undertaking duties for which no formal trade qualification is required. The post holder must have a valid licence and experience of driving vehicles up to and exceeding 7.5 tonnes, towing trailers, driving plant, including mini diggers and dumpers.

These duties will include property clearances, garden clearance and transporting debris arising to landfill sites, general labouring, driving plant and excavations, and semi skilled repairs.

KEY SERVICE ACCOUNTABILITIES:

1. Undertake all work efficiently and cost effectively, minimising non-productive time wherever possible and reporting any difficulties encountered to the Works Supervisor.
2. Comply with relevant Health and Safety legislation for the tasks being carried out and training provided.
3. Actively take part in all training.
4. To act as part of a team providing cleansing, clearing and labouring services as required.
5. To support the responsive repairs team in general labouring duties, excavations, and semi skilled works.
6. To carry out clearances of tenants' furniture and belongings, either to the Local Authority transfer station, landfill site, or to a designated store, as instructed by the Voids Supervisor.
7. To demolish and clear away garden sheds and other small external structures.
8. To carry out basic gardening, such as 'strimming' and cutting back shrubs and tree branches.
9. To carry out ground works such as excavating fence post holes and trenches, terracing land, and clearing away excess soil with a mini digger.

10. To undertake general labouring duties such as lifting and mixing of plaster, mortar and concrete and hacking off of defective plaster walls and ceilings.
11. To terminate the water supply and strip out old kitchens ready for the tradesman to replace with new.
12. To liaise closely with the Voids / Repairs Supervisors about operational issues.
13. To develop a close relationship with the technical support team and ensure that any messages left by them are responded to within a maximum of 60 minutes.
14. To communicate clearly with residents and ensure that they are informed of why repair decisions have been made and what they can expect in relation to work on their homes.
15. To carry out works to an appropriate standard and have regard to the care of adjacent residents & private owners in connection with noise, dust and the disposal of waste.
16. To fill out accurately all works order forms and time sheets in use by the authority and ensure that paperwork is promptly returned to the office, and in any event no less than once a week.
17. To accurately account for all materials used in carrying out works orders.
18. To identify and order supplies and materials appropriately for individual jobs.
19. To particularly note the target dates and times on works orders and plan workload so that these targets are met.
20. To carry out work and make decisions in a way that considers the most cost effective means of overcoming void and repair issues.
21. To be responsible for and take due care of company equipment such as mobile phones, vehicles, plant, tools & machinery in accordance with the council's procedures and ensure that it is not abused or subjected to negligence leading to theft or damage.
22. To agree on an annual basis quality and performance team targets with the Voids Supervisor, and assist him or her with the attainment of these targets for all repairs requested in the neighbourhood.
23. To agree annually personal quality & performance targets with the Voids Supervisor and strive to achieve these during the course of the ensuing year.
24. To take note of the condition of void and tenanted properties and their surroundings and report any issues that you believe to be of concern.
25. To gather and feedback information for records and future action and programming.
26. To gain detailed knowledge of all Repairs & Voids policies and procedures that apply to you, so that appropriate decisions can be made.
27. To be responsible for assessing and managing risk on a job by job basis.
28. To contribute to the identification and management of risk at both an individual and team level.

OTHER DUTIES: In order to deliver services effectively a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade. Out of hours contact may be required in emergencies with attendance if appropriate.

HEALTH AND SAFETY: The Council has a Health and Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this Policy and comply with its content.

RISK MANAGEMENT: All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Group Manager or Senior Manager.

DATA PROTECTION: It is the responsibility of the post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SINGLE EQUALITY SCHEME: The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS: The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

Voids Labourer / Driver

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none"> • Experience of labouring • Experience of towing a trailer • Experience of driving a lorry up to and exceeding 7.5 tonnes • Experience of driving plant including mini digger and dumpers • Basic awareness of general repairs • CSCS Card or equivalent 	<ul style="list-style-type: none"> • Experience of tenanted property repairs
Knowledge and Expertise:	<ul style="list-style-type: none"> • Knowledge of the building industry • Fencing • Ground works 	<ul style="list-style-type: none"> • COSHH Regulations • Construction Health and Safety Legislation • Drain clearance
Skills:	<ul style="list-style-type: none"> • Able to communicate clearly • Able to apply numerical calculations 	<ul style="list-style-type: none"> • Familiar with use of hand held computers
Personal Attributes:	<ul style="list-style-type: none"> • Committed to equality of opportunity and understanding of diversity issues • Confident and self motivated • Able to work as part of a team • Diligent • Willing to learn and develop • To show and use initiative to solve problems • Commitment to customer care • Ability to work within set targets • Ability to identify improvements to the service • Proactive approach to work 	<ul style="list-style-type: none"> • Diplomacy/ability to deal with conflict • Accept responsibility

Special Requirements:	<ul style="list-style-type: none">• Full driving licence including category C1 and C1+E• Mini digger licence• Dump Truck licence• Ability to tow a trailer• Ability to undertake heavy manual handling	<ul style="list-style-type: none">• Fork lift truck licence• HGV licence
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May 2019