

RUGBY BOROUGH COUNCIL



JOB PROFILE

Post No.	60550 - 60557
Post Title:	Property Repairs Labourer
Division/Team:	Property Repairs Unit
Salary	Grade C
Service:	Operations & Traded Services
Reports to:	Contract Officer (Property Repairs)
Issue Date:	July 2017

PURPOSE OF THE JOB

The post holder is required to carry out labouring duties and to undertake basic property repairs, also to provide assistance to the Contract Officers (Property Repairs) or any of the Property Repair Operatives as required

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Fetching / carrying loading and unloading of materials in support of the Property Repairs Operatives.
- 1.2 Basic glazing work
- 1.3 Mixing mortar / concrete by hand or machine
- 1.4 Tidying up work area during and on completion of works
- 1.5 Assisting in the handling and laying of slabs / brickwork / concrete

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Ensure compliance with Health and Safety at Work Act and the Council's Safety Policies.
- 2.2 Other such duties as may be required and falling within the scale of the post holder.

3 SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

Financial Rules and Procedures

The Council's rules and procedures for all financial activities are set out in the Council's Constitution within Contract Standing Orders (part 3f) and Financial Standing Orders (part 3g). More detailed guidance on specific financial activities is provided in a series of Financial Instructions.

Copies of these documents will be available within each Department and are also shown in full on the Council's Intranet site under the heading of 'Finance' within 'You and Your Job'.

All employees who carry out any financial activities must ensure that they are familiar with, and comply with at all times, the Council's financial rules and procedures.

5. RESPONSIBILITIES FOR ASSETS AND DATA

None

6. EXTENT OF PUBLIC CONTACT

The postholder will during normal working hours have contact with employees, tenants, Members, Officers of this Council and visitors from external organisations on a regular basis.

7. WORKING CONDITIONS AND ENVIRONMENT

Based at Albert Street depot

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Property Repairs Labourer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Recent Labouring Experience	E	A I R
Basic construction skills	E	A I R
Full UK driving licence	E	D
A commitment to work within our CAN DO values	E	A, I

Application	A
Interview	I
References	R
Documents	D