

General Labourer

Level:	LAB1
Team:	Planned or Major Works
Line Manager:	Site Manager or Team Leader
Responsible for:	N/A

About the Job

- Assist tradespeople to complete property maintenance or construction tasks
- Fulfil driving and logistics duties to ensure materials, equipment and resources are available to tradespeople and sub-contractors
- Ensure good housekeeping, cleanliness and tidiness on the respective work stream / project

You'll be trusted to

Depending on the work stream you are allocated to, you will:

- Load, unload and deliver materials or equipment to tradespeople, management, or sub-contractor, in full and on time
- Segregate work areas on construction sites with fencing and barriers to ensure the safe delivery of construction tasks
- Partner with a tradesperson to carry out basic repairs, maintenance, and associated construction tasks safely and in line with corporate performance targets
- Ensure good housekeeping, cleanliness and tidiness of the work area, which may include window cleaning on construction sites
- Complete groundworks, excavations, demolition and site preparatory work by hand, where mechanical plant cannot be used
- Use handheld (regularly) and desktop (occasionally) ICT systems to record accurate information associate to the tasks undertaken e.g., job records, material / equipment orders and time sheets
- Undertake all work in line with health and safety policies, risk assessments, method statements and safe working practices
- Liaise with customers, tradespeople, sub-contractors, suppliers, and management concerning the timing and progress of work to be undertaken
- Carry out any other appropriate task as instructed by tradespeople or management to ensure the delivery of a safe and value for money service

Who you'll work with:

Internal: Managers, Team Leaders, Tradespeople

External: Customers, owner occupiers, members of the public, sub-contractors, suppliers

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Current, valid UK driving licence with the ability to travel throughout the Vico Homes operating area	✓		AF / CQ
Willing to complete the training and qualifications identified for the role	✓		AF / I
Excellent communication skills	✓		AF / I
Excellent time keeping skills	✓		AF / I
Ability to work as part of a team and on own initiative	✓		AF / I
Can demonstrate Health and Safety awareness and work safely	✓		AF / I
Able to communicate with colleagues, customers and third parties in a polite and pleasant manner	✓		AF / I
Able to work flexibly in terms of hours and tasks to fulfil business and customer needs	✓		AF / I
Able to demonstrate a customer focussed attitude	✓		AF / I
Adaptable to learn new skills	✓		AF / I
Able to work at heights (using ladders or scaffold as required)	✓		AF / I
Valid CSCS Card		✓	AF / CQ
Experience of working in a similar environment such as, construction or property maintenance		✓	AF / I
Appreciation of dependencies, programming and timescales regarding property maintenance and construction work		✓	AF / I
Takes ownership of their tasks and duties and delivers these to a high standard		✓	AF / I
Experience of working in occupied and empty properties		✓	I

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification