

## JOB PROFILE

<b>Directorate:</b>	Housing and Wellbeing
<b>Service Area:</b>	Landlord Services
<b>Job Title:</b>	Driver/Labourer
<b>Grade:</b>	Skills Group 4
<b>Post Number:</b>	W127
<b>Base/Location:</b>	Southfields
<b>Responsible To:</b>	Voids Manager
<b>Responsible For:</b>	Nil Staff
<b>Key Relationships/ Liaison with:</b>	Customers of CBC, Suppliers, Contractors and Consultants and internal colleagues.

### Job Purpose

- To drive a council van and to also carry out a range of cleaning/labouring duties and minor maintenance repair activities in a variety of properties and public buildings with the borough of Charnwood.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

### Main Duties and Responsibilities

1.	To carry out a range of cleaning and clearance duties, minor maintenance works, water safety checks and flushing of water systems to mitigate against legionella associated with the council owned properties and public buildings.
2.	To undertake all work to a competent recognised standard, with minimal risk to the health and safety of all those it may affect.
3.	Carry out all types of cleaning and minor maintenance work in a multi skilled environment, including clearing household contents.
4.	Complete work to a high standard of quality and output.
5.	Ensure that minor repairs, flushing, water safety checks and cleaning activities are carried out promptly and within the appropriate time limits.
6.	Liaise with other building trades as necessary for the efficient co-ordination of work activities.
7.	Report all accidents, hazardous occurrences and fault plant or equipment to the Repairs Team Leader.
8.	Maintain safe methods of work at all times and adhere to current Health and Safety legislation, including wearing personal protective equipment relevant to the task.
9.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.

**10.**

Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

**Prepared by:** Principal Officer - Voids

**Date:** March 2025

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	Essential	Desirable
<b><u>Qualifications</u></b>  Relevant qualifications in a recognised building trade.  Health and Safety training.  <b>Or</b> Demonstrable experience identified within the section below.		✓  ✓
<b><u>Experience</u></b>  Able to carry out a range of minor building repairs, work and cleaning work within tenanted and untenanted properties.  Previous experience in a public sector environment.  Previous experience of building cleaning duties.  Understanding of current flushing regimes and associated works of water systems to mitigate against legionella.	✓	✓  ✓  ✓
<b><u>Skills / Knowledge</u></b>  Aware of safe working practices.  Able to work from ladders and scaffold.  Sound knowledge of health and safety at work.	✓  ✓	✓
<b><u>Interpersonal Skills</u></b>  Excellent communication skills relevant to the role.  Be an effective team member.  Able to work using own initiative.	✓  ✓  ✓	

	Essential	Desirable
<b><u>Other requirements</u></b>		
To be able to travel throughout the Borough	✓	
Flexible approach to working hours	✓	
An understand of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	

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**Date:** March 2025