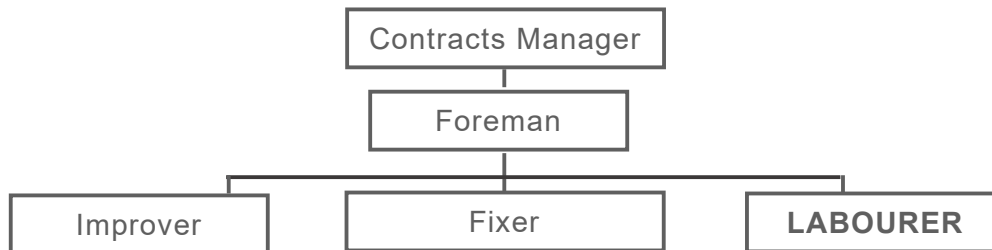


JOB TITLE:	Labourer
RESPONSIBLE TO:	Foreman
DIVISION:	South Wales
LOCATION:	Site-based with the occasional need to work away from home
HOURS OF WORK:	40 hours per week (Monday to Friday – 8.00 a.m. to 5 p.m. with 1-hour unpaid lunch)
POSITION SUMMARY:	To operate as part of a multi-skilled mobile workforce assisting the Foreman and Fixers in their roles to meet the program of work.

POSITION IN STRUCTURE:



KEY COMPETENCIES:

- Conduct
- Communication
- Customer Service
- Building Relationships
- Planning & Organising
- Problem Solving
- Technical Expertise

MAIN DUTIES AND RESPONSIBILITIES:

In addition to the functions detailed below, employees are required to carry out such other duties as may reasonably be required.

- To assist the foreman & fixers to enable maximum productivity on-site and those contracts are completed to Programme and to a high standard.
- To show a willingness to learn/be mentored to progress to the next level of competence i.e., improver/semi-skilled.
- Ensure good time keeping.
- Promote the company in a professional and positive manner at all times, to lead by example in line with company core values.
- Ensuring site files/BeSafe compliance is maintained inclusive of but not limited to signed RAMS acknowledgment, risk reviews/updates, HAV's logs, daily / weekly inspections, TBT, pre-start checks, DAB, safe start & finish, etc.
- Ensure that Health & Safety requirements and procedures are strictly enforced, adhered to, and reviewed/revised accordingly via the contracts manager as the work environment changes.
- Report back to foreman, fixers /supervisor of any delay i.e., weather, material related, other trades sequencing issues, design issue, etc.

- Ensure the reporting of all reportable injuries, diseases, dangerous occurrences and near misses are communicated to Foreman/supervisor to enable an investigation to take place.
- Ensure company vehicles are maintained to the correct standard and weekly timesheets are submitted.
- Attend & complete all relevant Training as requested.
- Liaise with the foreman, fixers/supervisor to ensure workload is managed.
- To carry out any reasonable request and/or additional duties from the foreman, fixers & Contracts Manager/supervisor, or other departments.

QUALIFICATION/EXPERIENCE:

- Experience in installing multi-systems.
- Knowledge of H&S requirements.
- A CSCS card.
- Ideally, you will have a full UK Driving License.
- Experience in building and construction works, in particular, liquid felt roofing would be advantageous.

PERSONAL ATTRIBUTES:

- A good level of fitness and the ability to work at height.
- Excellent standards of workmanship.
- Patience and the ability to remain calm in stressful situations.
- Ability to work well with others and communicate information clearly and effectively.
- Flexible and open to change with a 'can do' attitude.
- Excellent customer service skills.
- Willingness to learn and develop additional skills.

HEALTH & SAFETY:

All employees have the duty to ensure the health, safety, and welfare of themselves, others, and the environment, including ensuring:

- health & safety requirements and procedures are strictly enforced and adhered to
- both physical limitations and mental health issues are reported and dealt with appropriately
- site files/BeSafe compliance is maintained inclusive of but not limited to signed RAMS acknowledgment, risk reviews/updates, HAV's logs, daily/weekly inspections, TBT, pre-start checks, DAB, safe start & finish, etc.
- health & safety requirements and procedures are strictly enforced, adhered to, and reviewed/revised accordingly via management
- the reporting of all reportable injuries, diseases, dangerous occurrences, and near misses are communicated to management to enable an investigation to take place
- the correct use of any PPE provided including the proper use and safe-keeping of equipment.

EQUALITY & DIVERSITY:

You will conduct yourself in a manner which demonstrates 'equality' in the workplace, including:

- respecting peers and valuing people as individuals
- ensuring the workplace is free from discrimination
- respecting choice and everyone's right to have their own beliefs
- showing appreciation of 'diversity' through the added value of individual differences and varies experiences.

OTHER:

- Central Group may amend this job description in whole or part at any time.
- Committed to working for an employer that values diversity and equal opportunities.
- Willing to undertake additional training or vocational qualifications as required, including annual training and DBS checks.

ACKNOWLEDGEMENT:

I confirm that I have read, understood, and accept the content of this Job Description:

SIGNATURE: _____ **DATE:** _____