



DRIVER/ LABOURER

Job Description and Person
Specification March 2022

The Wrekin
Housing Group

THE WREKIN HOUSING GROUP

DRIVER/ LABOURER – JOB DESCRIPTION

This is a broad outline of what is expected of the postholder.

RESPONSIBLE TO: TEAM LEADER

KEY RESPONSIBILITIES:

- To undertake general driving and labouring duties including heavy lifting within the housing building maintenance service
- To undertake house moves and clearances in relation all properties with the Group.
- To liaise generally with tenants and other tradespersons
- Any other general duties that fall within the driver/ labourer role.

PERSON SPECIFICATION

Broad outline of what is expected of the postholder

EXPERIENCE:

- Maths or English qualifications are desirable but not essential

SKILLS & KNOWLEDGE:

- A full clean driving licence and ability to drive a 35cwt pick up
- A sound understanding of IT applications
- To work effectively as a team member
- Ability to work independently, seeking advice when appropriate
- Thorough understanding of Health and Safety
- Excellent driving record

COMPETENCIES

- Adheres to and promotes the Group's business values. Deals with customers and colleagues with commitment, integrity and respect.
- Recognises and respects the individual value of all employees. Adopts an open, flexible and receptive approach to working with others.
- Strives for quality and timely delivery of objectives, demonstrating initiative and resilience where required.
- Articulates opinions, ideas and information in an effective way. Actively listens to the communications of others.
- Recognises the value of and actively promotes team working to improve services, resolve problems and promote inclusion at a local and company level.
- Delivers acceptable solutions to problems through accurate diagnosis, consultation and efficient task management.
- Manages the achievement of objectives through planning, communication, consultation and monitoring to meet deadlines.
- Demonstrates sound judgement and independence in decision-making, seeking advice and information when appropriate.
- Focuses clearly on main company objectives, demonstrating flexibility and creativity to facilitate change and improve services.
- Uses clear oral and written 2-way communication to share information.