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| <b>Role Title</b>                | <b>GENERAL LABOURER</b>  |
| <b>Corporate Focus</b>           | <b>LHAPS</b>   |
| <b>Objectives</b>                | To assist in the provision of an effective and first class maintenance service to the Association's tenants.<br>To assist in the provision of an efficient and effective estate management programme |
| <b>Accountability</b>            | LHAPS Operations Lead  |
| <b>Management Responsibility</b> | None   |
| <b>Main Location / Base</b>      | Blar Mhor Industrial Estate  |
| <b>Hours of Work</b>             | 37.5 hours per week  |
| <b>Date Approved</b>             | April 2024   |

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| <b>Key Activities</b>  |
| <ol style="list-style-type: none"> <li>1. Driving of vehicles for the transportation of work teams, tools, equipment and materials.</li> <li>2. Maintenance activities – grass cutting, hedge trimming and ground clearing etc.</li> <li>3. Hard Landscaping – laying paths/slabs, fence erection, drainage installation etc.</li> <li>4. Soft landscaping – planting, turf laying, weeding etc.</li> <li>5. Clearance of properties and outside areas where required.</li> <li>6. Assisting where necessary the LHA Group maintenance team members in carrying out their duties.</li> <li>7. To assist with the cleaning of the communal tenanted or factored flat areas on a rota with the duties including but not limited to mopping floors and cleaning windows.</li> <li>8. To assist in the cleaning of void properties when required.</li> <li>9. To keep all items supplied by the LHA Group in good working order.</li> <li>10. To maintain accurate maintenance records.</li> <li>11. To operate within a computerised work planning system, of which, full training would be provided.</li> <li>12. To act in accordance with corporate policies, including, but not limited to Health and Safety and Data Protection.</li> <li>13. To ensure that any allocated vehicle is at all times used and maintained in a safe, roadworthy and clean condition, and is kept securely when not in use.</li> </ol> |

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| <b>Other Responsibilities</b>   |
| <ul style="list-style-type: none"><li>• To represent the Lochaber Housing Association Group positively and effectively at all times.</li><li>• To be familiar with, observe and uphold all policies and procedures relevant to this role.</li><li>• To communicate effectively with colleagues to ensure high quality service provision and performance.</li><li>• To contribute constructively and effectively to the resolution of any complaints from service users and customers.</li><li>• To comply with all relevant statutory and regulatory requirements.</li><li>• To ensure that all premises used by the LHA Group's maintenance staff are used and maintained in a safe and clean condition and meet the requirements of the LHA Group Health &amp; Safety policy.</li><li>• To undertake any other duties on behalf of the LHA Group as reasonably requested by the Supervisor.</li></ul> |
| <b>Specific Resources Associated with this role</b>   |
| ICT, PPE, Mobile Phone, Works Vehicle.  |
| <b>Key Relationships</b>  |
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