



Your job

Job Title: Skilled Labourer (Construction)

Service: Property Maintenance

Grade: Grade 4

Reporting to: Works Delivery Team Manager (Voids & Appointed/Responsive Repairs)

You will play a key part in the performance of the Building Repairs & Maintenance in-house delivery team, whether it is planned or responsive – void or tenanted properties.

You will be responsible for enabling skilled tradespersons with the repair, maintenance and refurbishment work across the teams within the Property Maintenance Service, but predominantly on Wigan Council's housing stock.

You will provide exceptional customer service, be adept at dealing with a range of customers, and be the 'eyes and ears' of the Council when working in the borough.

You will ensure all work is carried out in a safe manner and in line with relevant health and safety legislation and corporate / service procedures. You will be responsible for all vehicles and equipment issued and complete safety inspections, as required.

You will be accountable for your work with a customer focused 'get it right first time and on time approach'.

You will work 37 hours from Monday to Friday (8am – 4pm).

You will be responsible for any vehicles and equipment utilised and complete safety inspections, as required.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

On an ongoing basis:

- Provide assistance with the delivery, storage and removal of building materials from council properties to enable a quality repair and maintenance programme run efficiently and in a timely and safe manner.
- Carry out the removal of all types of furniture, domestic goods, carpets and debris etc. from any council property for disposal or storage elsewhere in the borough, ensuring properties are left safe and tidy.
- Prepare properties for construction. For example, removal of plaster / kitchen units and have knowledge and experience of damp and Mold treatments and identification.
- Carry out ladder inspections.
- Communicate with customers, colleagues and management appropriately & effectively (face to face and electronically).
- Be the Council's "eyes and ears" when working in the borough.
- Be accountable for your work with a customer focused 'get it right first time and on time'.
- Assist management in improving operational performance by helping to identify and remove any barriers that could hinder performance.
- Drive or Learn to drive and operate HGV vehicles to facilitate operations across the council.
- Operate electronic, battery operated and manual tools safely.
- Ensure all work is carried out in a safe manner and in line with relevant health and safety legislation and corporate / service procedures.

- Assist in resolving complaints from customers.
- Be responsible for all vehicles and equipment issued and used, complete safety inspections as required and operating them in line with Council policies, procedures or work instructions.
- Undertake relevant on the job risk assessments, prior to undertaking works

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Experience of working in a repair and maintenance environment.

The successful candidate will have:

- Experience of working in a repair and maintenance environment.
- Experience of carrying out ladder inspections
- Ability to work as part of a team and on own initiative, with a logical approach to solving problems.
- A flexible approach to work, including out of normal working hours to meet business needs, including being able to work with minimum supervision.
- Excellent interpersonal, communication and customer care skills.
- A flexible and committed work ethic, and deeply held sense of purpose, striving to achieve the best outcomes for the service, along with empowering and supporting employees.
- Good understanding of health and safety, risk assessments and COSHH legislation in relation to the works undertaken.
- Experience and knowledge of handling, moving and storing building materials and household items such as furniture.
- Experience and knowledge of mould and damp treatments
- The physical ability to carry out prolonged physical tasks associated with the role, e.g. frequent bending, stretching, lifting, climbing stairs etc.
- A full current and valid driving licence for a manual vehicle.
- HGV Licence (or ability and skills to learn to drive an HGV)
- A willingness to learn new skills

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Team Wigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”