

# Job Profile

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<b>Job Title</b>	General Labourer
<b>Department</b>	
<b>Grade and salary</b>	PSE Grade B
<b>Job reference:</b>	

## Job description

To carry out general labouring duties in a variety of areas. These may include sewerage, general maintenance and waste management.

The post holder is responsible to the Team Leader.

## Detailed responsibilities

### General labourer

To carry out work or assist others as instructed in one or more of the following areas:

- Road and cobble maintenance;
- Drain and sewer repair and maintenance
- Property maintenance;
- Grounds maintenance;
- Stone and block work;
- Roof repairs;
- Waste collection-assisting on refuse and recyclables collection;
- Recycling duties – sorting and baling materials at the recycling centre;
- Waste disposal – receiving and disposal of waste material at the impot;
- Road sweeping;
- Other duties as required by management.

## Values

Act as a role model for the States values in accordance with our values statement

- ▶ **Integrity** – in everything we do
- ▶ **Openness** – in our dealings with the public and colleagues
- ▶ **Customer focus** – by listening, explaining and responding to needs
- ▶ **Dignity and respect** – in how we treat everyone who comes into contact with us
- ▶ **Effectiveness** – in how we use our resources
- ▶ **Accountability** – for what we do

## **Core competencies and qualifications**

### **Customer focus**

- Treats all members of the public and colleagues in accordance with States values.

### **Communication**

- Ability to take instructions and communicate clearly with colleagues.
- Written communication skills at a level to enable documents such as timesheets to be completed.

### **Problem solving**

- Ability to identify when a problem needs addressing, think clearly and use initiative to help identify clear, workable and creative solutions.

### **Team working**

- Able to interact and work effectively as part of a small team.

### **Personal effectiveness**

- Ability to work to deadlines whilst achieving quality results.
- Can cope with a diverse workload and be flexible when required. May include the need to work overtime on occasions.
- Work in a safe and responsible manner.
- Takes care of States vehicles, equipment and tools.

### **Personal experience and development**

- Possesses relevant experience to do the job.
- Ability to undertake training and learn from the experience, including health and safety issues.
- A full driving licence or willingness to obtain one is desirable.
- Contributes to own development and continuous improvement.

### Employment Details

The post is 38 hours per week basic, extended over Monday to Friday each week to suit the requirements of the Department, with additional hours being essential and required according to monthly, seasonal and other demands.

The post is graded at PSE Grade B 01 £396.50 per week (£10.43/hour).

Pension scheme is compulsory for full time States employees.

Annual Leave entitlement is 20 days increasing to 23 days after 5 years' service.

The post is subject to a satisfactory basic police disclosure and a six month probationary period, reviewed at the three month stage.