

**Job Code 487      Labourer Driver - Refurbishment**

**Reporting to:**      Site Manager / Assistant Site Manager

**Purpose:**      To control the delivery and collection of materials and waste from projects offices and/or homes to enable completion of projects on time and to the set quality and H&S standards. Provide demolition and strip out works. Liaise with project team members and sub contractors. Plan and execute delivery of materials in a safe and timely manner. Plan and execute collection of waste materials.

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#### Achieving Results

- Identify and obtain relevant information to plan the works
- Coordinate works with project team members
- Coordinate with Sub-contractors
- Maintain a clean and tidy site through daily waste collections
- Maintain a well run project stores and warehouse
- Maintain daily delivery of materials as required
- Provide labouring and demolition / strip out works

#### Managing the Process

- Identify and obtain relevant information to plan the works
  - Know and understand Company's obligation under the Contract.
- Coordinate works with project team members and sub contractors
  - Identify and determine sequence of works with site managers.
  - Strip out and demolition works as required
- Assist in maintaining H & S and Environmental systems
  - Maintain H & S Filing System and Registers
  - Safe storage of materials
  - Waste collection and control
  - Collection and distribution of relevant waste tickets etc.
- Monitor progress
  - Liaise with Site Managers and wider project team members to ensure timely delivery of tasks and materials to meet programme
- Monitor and control Suppliers
  - Stock control
  - Liaise with buying dept in Site Manager absence
  - Stock records, quality and quantity check on stock arrival
- Co-ordinate/undertake
  - Delivery/collection of waste

- Materials to site including kitchens and sub contractors materials

### **Service First**

- Develop and maintain productive relationships with the Client & Customers
- Understand the importance of customer service and adhere to Service 1<sup>st</sup> principles at all times
- Promote a clear focus on quality assurance, service accessibility and responsiveness, maximising client involvement and feedback
- Attend regular review meetings with project team to report on performance and service delivery
- Promote the profile of Lovell
- Ensure QC audits are auctioned and made available for client reviews
- To comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory
- Ensure your own safety on site and give due consideration for the safety of others as set out in the Company Health and Safety Policy.

### **Delivering Quality**

- Support and guidance in ensuring corrective actions are closed in set timescales
- Deliver technical updates or feedback where applicable
- Comment on “better ways of working” to project team and sub contractors
- Carryout daily inspections of allocated work tasks to ensure quality, H&S and other project requirements are met
- Provide accurate information to Project Team
- Manage and provide excellent Housekeeping standards whilst working in and around occupied and void homes
- Manage and provide very safe working practises and conditions whilst working in and around occupied and void homes including PPE, protection and access/egress to and from homes
- Provide accurate programme performance updates to the project manager, quality control information and general updates as instructed
- Attend project and company meetings as instructed

## Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Ability to identify variations			
Ability to interpret drawings and specifications			
Knowledge of site administration			
Knowledge of refurbishment			
Knowledge of Site Waste Management			
Knowledge of progress monitoring			
Knowledge of LIBMS			

## Training Profile

A training profile for this role, which includes all the compulsory training which is required, is published on the People Development site on INSITE. Full course descriptions explaining the content of these courses are also available on INSITE.