

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Labourer Operative

Grade: SC5

Reports to (Designation): Work Supervisor

Grade: PO4

Directorate: Quality & Investment

Department: Repairs

Main Purpose of the job:

To support the delivery of responsive and planned maintenance services across social housing properties. The Labourer will assist tradespeople, carry out basic repairs, and ensure properties and work areas are clean, safe, and ready for occupation or further works.

Summary of Responsibilities and Personal Duties:

- Assist skilled trades (e.g., plumbers, electricians, carpenters) with day-to-day tasks.
- Carry out minor repairs such as:
 - Basic painting and decorating
 - Clearing gutters
 - Replacing door handles, locks, or fixtures
- Prepare and clean work areas before and after jobs.
- Remove waste and debris from properties and dispose of it safely.
- Deliver materials and tools to site as required.
- Conduct property clearances and void property preparation.
- Report any health and safety issues or property concerns to the supervisor.
- Ensure compliance with health and safety regulations at all times.
- Provide excellent customer service to tenants and represent the organisation professionally.
- Must hold a Full UK driving Licence

Comply with all Lewisham Council policies, including contractual standing orders, financial regulations and all HR policies and procedures including Health & Safety and Equality & Diversity

This job description is not exclusive or exhaustive. It is intended as an outline indication of the areas of activity and can be amended in the light of the changing needs of the organisation.

Internal Contacts: Repairs Back Office team, managers, supervisors, and other council colleagues.

External Contacts: Residents, contractors, and external agencies.

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET
THE CHANGING NEEDS OF THE SERVICE.

PERSON SPECIFICATION

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

DBS Disclosure Required? Yes

Basic ☒ Standard ☐ Enhanced ☐

(Tick as appropriate guidance available from your HR Advisor)

PERSON SPECIFICATION

JOB TITLE: Labourer Operative

DEPARTMENT: Housing Services GRADE: SC5

Note to Candidates

Knowledge & Skills Experience:

- Basic knowledge of building maintenance and repairs
- Ability to work as part of a team and follow instructions **S**
- Good communication and interpersonal skills
- Previous experience in a similar labouring or maintenance role **S**
- Good knowledge of Health and Safety matters **S**

Experience of working within a team Qualifications:

- City And Guilds and/or NVQ professional qualification or working towards a qualification Or experience of working in the building and trades industry **S**
- Good level of literacy and numeracy **S**
- Must hold a Full UK driving Licence **S**

Equality & Diversity

- Demonstrates commitment to equality and diversity in service delivery and employment **S**