

JOB DESCRIPTION

Post Title: Joiner	Director/Service/Sector HfN		Office Use
Grade: 4 plus market forces payment	Workplace: Anywhere in the county		JE ref: 3099 HRMS ref:
Responsible to: Team Leader	Date:	Craft Worker:	
Job Purpose: To undertake repairs to the Council's housing stock, public buildings and other premises to a high quality in accordance with any pre-determined specification, time-scale or appointment.			
Resources	Staff	None	
	Finance	None	
	Physical	Vans, Tools and Equipment	
	Clients	Tenants	
<p>Duties and key result areas:</p> <p>Undertake internal and external joinery repairs to the highest quality and standard in accordance with work requests and pre-determined specifications to a wide range of fixtures and fittings. This will include the removal or adjustment of existing fittings and fixtures, the preparation of surfaces, the marking out, construction / fabrication / assembly of new fittings and fixtures and re-fitting, planning and scheduling of work. Any remedial work to be carried out to the highest standard, including the relaying of floorboards, carpet & underlay.</p> <p>To ensure that adequate store and materials are available in order to undertake the required repair. Employees will be responsible for the maintenance of their imprest stock levels. They will be required to keep such materials in a secure fashion and replenish stock as necessary, keep proper records, to itemise stock usage on individual works orders and immediately notify their Supervisor of any discrepancy or losses discovered, if they occur.</p> <p>To have a sound working knowledge of all elements of building construction, components, building trades and applicable building regulations.</p> <p>Work to an appointment system and complete work within priority timescales.</p> <p>To have a sound working knowledge of health and safety legislation and safe working practices and ensure these are adopted when undertaking repair or construction work and where required issuing instructions / advice to tenants to ensure the health and safety of any occupants.</p> <p>To ensure that a high level of customer care is adopted when undertaking repair or construction work including: providing information and advice on any work to be undertaken; to take the necessary steps to protect tenants furnishings and effects from any incidental damage or dust during work; to ensure any building rubble or debris is cleared up and removed from site, leaving the site in a clean and tidy condition; to advise the tenant where any follow on work is required and to ensure that the Team Leader is advised accordingly so that appropriate arrangements can be made; and to receive and refer any additional repair reports from tenants and pass appropriate details to the section.</p> <p>Where appropriate the postholder will be allocated and complete work via mobile data transfer and vehicle location systems and ensure mobile communications are used effectively including: pre-arranging appointments with tenants; seeking advice and instructions where required; arranging for parts and materials; and, arranging for follow on trades to call.</p> <p>To ensure that any measuring is undertaken accurately.</p> <p>To complete all claims accurately in accordance with financial regulations and carry out any duties in line with documented procedures and instructions.</p>			

To undertake a visual inspection of any vehicle used by the post-holder to ensure that lights, tyres washers and wipers are in a serviceable condition. Vehicles must be driven with courtesy and care and kept clean and tidy by users.

To ensure confidentiality is maintained at all times.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Daily travel to various locations within the county

Working patterns: 37 hrs per week. Fixed hours. Evening and weekend work – standby rota

Working conditions: Working in tenants homes, empty houses and other public building as required

PERSON SPECIFICATION

Post Title: Joiner		Director/Service/Sector: Homes for Northumberland		Ref: 3099
Essential		Desirable		Assess by
Knowledge and Qualifications				
City & Guilds Level 3 in Joinery or equivalent A broad knowledge of building construction. Good knowledge of the Health & Safety requirements associated with the trade		An understanding of local authority housing.		
Experience				
Extensive experience of being an Joiner Experience in a customer facing environment		Of working in a local authority or Housing association or similar environment To undertake other duties within construction requiring skills such as tiling, plaster repair and minor plumbing works.		
Skills and competencies				
Good organisational, problem solving and planning skills Good communication skills Demonstrate sound decision-making skills Able to drive				
Physical, mental and emotional demands				
Working in a range of position, sometimes in tight spaces with the need to carry tool, equipment and materials. Regular periods of concentrated mental attention and tight deadlines Regular contact with tenants working in their homes may result in some emotional demands Some exposure to disagreeable and unpleasant conditions				
Motivation				
Must be self motivated and have the ability to work largely unsupervised. Understanding the diverse needs of customers. Work collaboratively as part of a team				
Other				
Full clean driving licence Able work outside of normal office hours				

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits