

JOB DESCRIPTION - NEIGHBOURHOOD SERVICES, ENVIRONMENT

IDENTIFICATION

Post Title:	Joiner (Time served)	Post Ref:	
Section:	Construction Services	Grade:	Manual
Responsible to:	Site Agent/Co-ordinator/Supervisor as appropriate		
Responsible for:	Not applicable		

JOB PURPOSE

To carry out all aspects of Carpentry and Joinery work on behalf of DCC Construction Services across a range of domestic and non-domestic properties, ensuring compliance with all H&S legislation and CS safe systems of work. Works including maintenance, repairs, refurbishment and newbuild/installations, all to the standard specified and/or to tradesman expected levels, to contribute to a high quality and cost-effective service to meet Customer and Service expectations.

PRINCIPAL WORKING CONTACTS

Supervisor
Site Agent
Co-ordinator and/or other appropriate staff within Construction Services

MAIN DUTIES

To carry out instructed internal and external repair and maintenance work for a range of faulty, damaged (including fire), worn materials and/or components and/or parts of a structure as part of planned works or as responsive/emergency works.

Where appropriate, take note only of remedial works required and report back to line supervisor for direction and/or decision.

To carry out 1st and 2nd and final fix works, including window installations, commercial toilets laminated furniture, kitchens, etc, on any project you are assigned to.

Work closely with and be supportive of other trades and subcontractors involved directly or indirectly with works.

Practice a positive/supportive and compliant approach to all current H&S procedures, including Safe Systems of Work, Risk Assessments, Method Statements, Site Rules, etc.

Participate in or attend additional training to promote cost-effective and/or Safe Systems of Work.

Practice good customer relations and promote a positive image to internal and external customers.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

You may be expected to participate in training and development of a Modern Apprentice through various stages of their apprenticeship.

PERSON SPECIFICATION

POST TITLE: Joiner - Time Served

DIVISION/DEPARTMENT SECTION: Construction Services

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	Time served apprenticeship/ Modern Apprenticeship/City & Guilds/SVQ 3, or equivalent, Carpenter & Joiner	Advanced City & Guilds CSCS	Original Certificate or CSCS ID Card
RELEVANT WORK/OTHER EXPERIENCE	Broad experience in all aspects of the trade, such as:- First Fix (roughing), eg Partitions, floors, roof works, metal stud, dry wall, etc. Second Fix (finishings), eg doors, skirtings, facings, windows, flooring, kitchens, baths, stairs, facias/soffits, cubicles and IPS, etc. Final fix, eg all types of ironmongery Window & Fire door installations (UPVC, timber, composite) Maintenance/service & repair all of the above.	Refurbishment Works Experience of working on multi trade projects	Application and Interview
PARTICULAR SKILLS/ABILITIES	Ability to self-diagnose repairs, work, etc, site size and requisition materials Ability to read and understand Architectural Drawings Broad knowledge of other trades and ability to co-ordinate works Understanding of H&S Regs.	PASMA card MEWP Licence Experience in use of Mobile Device supported work allocation	Application, interview and/or active cards
PERSONAL QUALITIES	Flexible. Team Player. Work on own initiative, Good communication skills.		
ANY ADDITIONAL JOB RELATED REQUIREMENTS	Ability to work at heights Ability to work in confined spaces Driving Licence (Level 2)	CSCS	Application, interview and/or CSCS Card