FALKIRK COUNCIL

make it happen
council of the future

Job Profile

Job Title:	Glazier (Bolt on Skills)
Reporting to:	Building Operations Supervisor
Responsible for Line Management of:	N/A
Your Job is to:	To carry out glazing works in the Building and Construction Industry. Including, but not limited to, repairs and refurbishment of Council residential and commercial properties.
Grade:	G

What you will do :

Job Specific Tasks

1. To install and replace all types of glass, plate, laminate, toughened, plastic in windows, doors, curtain walling. To manufacture and install as new all types of glazing units.
2. To undertake agreed bolt on skills to provide a more effective and efficient service provision.
3. Ensuring a high standard of workmanship is achieved.
4. Accurately order materials as required, maintain records of materials used, repair lines, and timesheets, daily.
5. Use electronic devices (PDA's) which support work allocation and recording, as appropriate.
6. Demonstrate by example all skills required to Apprentice/Trainee.
7. Work in compliance with internal health and safety policies and Construction Design and Management Regulations.
8. Personal Protective Equipment (PPE) must be worn at all times.
9. Participate in ongoing Health, Safety, and Welfare training.
10. Duties and responsibilities will vary from time to time within the limits of the level of the post.

Job Demands

1. You will work in various locations, including outdoors, with travel between locations.
2. You will be required to plan and organise your own workload and that of others.
3. You will be required to work to deadlines.
4. You may be required to handle cash or process financial transactions such as invoices
5. You will delegate and allocate work to others.

6. You will be expected to communicate well with colleagues and others.
7. You will have excellent written and verbal communication skills.
8. You may be required to interact with demanding/angry individuals.
9. You will be required to hold a driving licence.
10. You will assess the needs of individuals or groups.
11. You will be responsible for stock control within your designated area.
12. You will be responsible for expensive equipment.
13. You may be required to work at heights.
14. You must be mobile throughout the Council.
15. You will be required to use your own initiative.
16. You will be required to maintain up to date knowledge of relevant legislation.
17. You will occasionally be required to work out-with normal office hours.
18. You will be required to maintain confidentiality at all times.
19. You will be required to work as part of a team.

Health & Safety

1. Work safely and follow procedures.
2. Take care of own health and safety and that of others whilst at work.
3. Comply with the Council's Health and Safety Policy.
4. Help create and promote a positive health and safety culture.

Person Profile

Essential Education & Professional Qualifications & Memberships	Ideally you will have	How we assess this
• Excellent numeracy and literacy • Recognised/Registered time served Apprenticeship in Glazing • Gain/maintain PVG membership for working with Children & Protected Adults	• City & Guilds in Glazing	Application Form Interview
Essential Skills, Knowledge & Experience	**Ideally you will have**	**How we assess this**
• Mentoring skills • Organisational skills • Customer care skills • Analytical skills • Problem solving skills • Attention to detail • Communication skills • Relevant experience is required. • Experience working as part of a team. • Experience in moving and handling. • Experience of COSHH regulations. • Experience in data protection legislation. • Experience in current Health and Safety regulations and procedures. • Practical knowledge of Building Regulations. • Basic computer literacy. • Experience working in a front line customer service environment. • Up to date knowledge of all glazing materials • Ability to work safely at heights or in confined spaces	• Gaelic Language skills • Gaelic language skills	Application Form Interview
Falkirk Council Values & Behaviours		**How we assess this**

• Demonstrates behaviours which are consistent with Falkirk Council Values **(Responsive, Innovative, Trusted, Ambitious)**		Application Form Interview