JOB DESCRIPTION

Job Title: Joiner		**Ref No:**	**JE Ref: G835**
Department: Maintenance & Repairs Service	**Band: 7**	**Location:** Dumfries & Galloway Region	
Responsible To:	Multi-Trade Supervisors		
Responsible For:	Apprentices		
Job Purpose:	Provision of full range of high quality general maintenance and repair service to occupied and void Social Housing, School and Council properties		
Main Responsibilities:	• Delivery of planned and general maintenance and repair service in Social Housing, Schools and Council properties throughout Dumfries and Galloway Region, in primary joinery trade • Delivery of planned and general maintenance and repair service in Social Housing, Schools and Council properties throughout Dumfries & Galloway Region, in secondary skills of plumbing, minor electrical, roofing, tiling, plastering, decorating, fencing, etc • Self-management of working environment, allocated vehicles, plant and stock, in liaison with MTS and Stores Supervisor		
Job Activities:	• Manufacture, prepare and installation of windows, doors, screens, etc • General joinery repairs, eg locks, door and window mechanisms, ironmongery, adaptation work (grab rails and bannisters) • Renewing doors, windows, roofline repairs • Force entry and securing properties, as required by client requirements • Preparation of void properties for Social Housing Clients to specified client re-let standards • Installing full kitchens, bathrooms and adaptation work (wet rooms) • Various joinery activities involved within a maintenance and repair service • Basic activities in plumbing, electrics, tiling, plastering, decorating, roofing, fencing, groundworks, etc • Work within established customer timescales • Unsocial working hours as required by workloads and on-call rota • Such other work as directed by the Multi-Trade Supervisors		

Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Facilities Services	**Date:** August 2020

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