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|  | | | | JOB DESCRIPTION | | | | | Form JD1 |
| **JOB TITLE:** Joiner | | | | | **POST NUMBER:** 1100CSD | | | | |
| **REPORTS TO** (Job Title): | | | | |  | | | | |
| **DEPARTMENT:** Building Maintenance | | | | | GRADE: 7 | | | | |
| **JE REF:** | | | 3297 B00566 | | PANEL DATE: | | | 051113 | |
| **1.** | **MAIN PURPOSE OF JOB**  To be able to provide a professional quality of Craftsmanship and customer orientated delivery of service to all the Building Department’s internal and external customers  To be able to work on your own initiative and organise workload levels or work within a team discipline to identify Health & Safety strengths and areas for improvement and communicate these to your Supervisor for inclusion into the Management process  Be able to assess with the aid of your Supervisor, training and personal development aspects that need to be allocated to provide continuous improvement to a ‘Best Value’ service  To adopt a multi skilled approach to tasks to allow job completion with the minimum visits and follow on from other trades. | | | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | | | |
|  | 1. | Carry out building inspection/maintenance and installation work with minimum supervision on domestic and commercial properties | | | | | | | |
|  | 2. | The ability to work from detailed design drawings and specifications. | | | | | | | |
|  | 3. | First fix joinery duties (carcasing work). | | | | | | | |
|  | 4. | Second fix duties in council properties, schools and public buildings(finishing work). | | | | | | | |
|  | 5. | Repairs and maintenance of full range of joinery items in the day to day maintenance of buildings | | | | | | | |
|  | 6. | Removal and replacement of gutter and any necessary repairs. | | | | | | | |
|  | 7. | Able to carry out manufacturing joinery items such as skirting architraves, doors, windows, casement sash windows, door frames and the safe working of woodworking machinery. | | | | | | | |
|  | 8. | Design & draw detailed drawings of manufactured joinery, layout plans i.e. kitchens. | | | | | | | |
|  | 9. | Working at heights, off ladders, scaffoldings and elevated platforms (cherry pickers). | | | | | | | |
|  | 10. | Provide guidance, advice and liaise with contractors, clients, customers and staff as required. | | | | | | | |
|  | 11. | Undertake work in a safe manner, & maintain continual awareness/vigilance regarding building fabric and construction methods in relationship to Asbestos Awareness, Fire-stop’s/ barriers, pipework/electrical cables etc in relation to British Standards & Building Regulations. | | | | | | | |
|  | 12. | Working and receiving instructions on a one to one basis and working in a team. | | | | | | | |
|  | 13. | Ensure that all work sheets, documents, etc are submitted correctly as and when necessary. | | | | | | | |
|  | 14. | Undertake accurate assessment of jobs, requisition of materials, taking all necessary measurements/information, picking up materials, van stock control and all associated with the aforementioned works inc. estimating & providing quotes and prices. | | | | | | | |
|  | 15. | Provide a multi-skilled operation to allow tasks to be undertaken with minimum visits and personnel where possible. | | | | | | | |
|  | 16 | Assist with the training and day to day supervision of apprentices and guidance of correct procedures and working practices | | | | | | | |
|  | 17. | Responsible for your allocated vehicle any necessary checks to that vehicle and identification of any required maintenance. | | | | | | | |
|  | 18. | Responsible for the materials and equipment stocked on your vehicle. | | | | | | | |
|  | 19. | Responsible for transporting and loading of materials. | | | | | | | |
|  | 20. | Be able to comply with the current Customer Service Standards applicable to this role.  Be able to monitor the post holder’s own customer care skills and the need to review if necessary. | | | | | | | |
|  | 21 | Undertake additional training & assessment as appropriate to ensure the necessary skills, competencies and qualifications are maintained in order to effectively carry out the duties of the post. | | | | | | | |
|  | 22 | Maintain safe working practices to ensure that all work is completed in accordance with Health & Safety Legislation, British Standards, Manufacturer’s Instructions, & other applicable Codes of Practice. | | | | | | | |
|  | 23 | In the process of undertaking work, clarify customer requirements and ensure that they are kept informed while work is in progress and on completion. | | | | | | | |
|  | 24 | Through time the jobholder will adopt and apply improved and new working practices for a range of products and latest technology in order to improve effectiveness & reduce cost. | | | | | | | |
|  | 25 | Work on your own initiative and organise workload levels or work within a team discipline to identify Health & Safety strengths and areas for improvement and communicate these to your Supervisor for inclusion into the Management process | | | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  No. reporting - | | | | | | | | |
| Direct: 1 apprentices | | | | | Indirect: responsible for health and safety of general public in work area. | | | |
| **4.** | **CREATIVITY &INNOVATION**  All of the work requires a large amount of creative &innovative thinking to solve a diverse range of problems within own trade, multi-skilled trades and others. The work is rarely accompanied by a detailed specification, which will call on the post holders to use their own initiative, knowledge and experience. However the post holder must have the ability to interpret manufactures drawings and understand material requirements. There are no recognised procedures or guidelines to determine solutions, it is the tradesman knowledge and experience to come up with solutions to complex problems such as design issues which involve design, manufacture & install. Work is often carried out in challenging situations,(known) dangerous, violent & abusive tenant’s (drug and alcohol addiction, mental health problems). The post holder is involved in the process of identifying new ways of improving the service for future needs. | | | | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**  Usually face to face contact with both staff & customers of the service. Which requires tact and sensitivity on a daily basis to get the job completed first time. Often the contact can be confrontational when assessing & negotiating with customers regarding repairs to their property. The use of your own skills & judgements will allow you to commence work & complete the task to customer’s satisfaction. Work is often carried out in challenging situations, e.g. in the presence of young children (known) violent & abusive tenants (drug and alcohol addiction) & their animals. The need for a good working relationship with all levels of management & supervision, as this is essential for the continued success of the service. Frontline operational staff are most usually the first point of contact for any customer & a positive, polite, understanding & respectful attitude to the customers needs is a requirement. Regular meetings with construction work based assessors/reviewers for apprentice training inc, associated paperwork & reports. Onsite liaison & meetings with heads of establishments, site managers, caretakers, designers & technical representatives. Liaison with utility companies, public utilities, emergency services, other contractors, sub contractors, material suppliers. | | | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  Post holders are given freedom to organise how they carry out the works / solve problems since advice is not normally available & the job specification provides only basic guideline. They can call up for extra equipment to be supplied.  Post holders will be required at client’s properties & will be required to make direct decisions based on their experience regarding works to be carried out. The post holder will has to make final decisions on the feasibility of any proposed changes on a daily basis.  Post holders will be required to know about how materials are best handled(e.g. materials may arrive on site in varying conditions & might need to be quickly dealt with or rejected for quality reasons).  The post holder will be required to know from their experience which are the best tools to use for the job at hand & how to set them up correctly to avoid accidents &or cutting through cables , pipe work. The post holders decisions affect the efficiency of the department & safety welfare of themselves & others in a accordance with legislation & City of York Council safety policy & programmes.  The post holder will be responsible for the safe loading & secure transporting of loads carried on the vehicle.  **CONSEQUENCES**  Correct decisions minimise disruption to service & result in work been carried out to a high standard. The wrong decision could have a material impact on services delivered to customers & at worst could potentially lead to damaged property/ person up to & including fatality of operative/ apprentice, work colleague or member of public .e.g. (cutting through electric cable/gas pipes with dangerous equipment). | | | | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget, and not including desktop equipment.)*    Description  Tools and Equipment  Van stock materials  Vehicle(council asset only)  Mobile technology equipment  Occasional use of Cherry pickers, specialist access equipment  Harness & lanyards  Joiners workshop equipment  Purchasing power , materials & equipment selection & purchasing from designated suppliers  Building & contents you are working in e.g. (council house, school, council offices, etc). | | | | | | Value  £ 500-£2000  £ 1500  £ 20000  £300  £20000  £200  £100000 | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context** Work Demands The job is subject to reacting to emergency works at Local Authority properties. Work is organised for some postholders and others have to arrange their own appointments  Postholders frequently work on a reactive basis and have to organise work in order to meet deadlines  Post holders work to deadlines such as completing works ready for other trades/contractors meeting tenants appointments etc. these can constantly change ,eg the service needs can be responsive and planned work has to be changed to suit.  Emergency situations often occur requiring the postholder to leave the current job in a safe manner and meet/liaise with emergency services such a gaining access for police/carers ambulance staff and making properties safe after burglaries or police raids  Occasionally you may be requested to attend multiple emergencies and these are prioritised by the postholder Physical demands The work is of a substantial physical nature. Intense physical effort is expanded when required to carry fire doors, kitchen units work surfaces into houses and flats on any level where lifts are not always available. The post holder is expected carry heavy materials, to climb ladders, work at height, work under floors and in confined spaces so spends most of the day standing, walking kneeling, and constant lifting.  The works are carried out by qualified trade’s people and requires high levels of concentration. Working conditions The post holder is required to work in conditions where there is regular contact with used needles urine dog waste and flea infestations  Void properties with no heating or lighting will require the use of generators to operate tools and lights. The postholder regularly uses noisy vibrating equipment that can produce large quantities of dust. The postholder will work in properties which contain asbestos The postholder will also work outside in all weather conditions on a regular basis. Work context The post holder spends the majority of their time working on their own in occupied properties where they may occasionally be at risk of both physical abuse and aggressive behaviours from dangerous ,violent abusive tenants and pets (drug and alcohol addiction and mental health issues).  The postholder is required to carry out a dynamic risk assessment prior to each job and work within the procedures set out in the Safety Method Statements and the post holder must work within the ‘Duty of Care’ of employees to all Health & Safety legislation appropriate to the post and towards colleagues. Customers and the general public.  Ensure that all accidents and near misses are reported when they happen  Ensure employees compliance within the Health & Safety at work act 1974. | | | | | | | | |
|  | Able to work at heights when required and recognise and use any necessary safety equipment.  While working to all safety procedures there is still a substantial risk when using equipment of injury eg striking cables and gas pipes | | | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**  The post holder is required to have the following training & knowledge.  The post holder will work in at least 2 different types of function / work area, for example the joiners workshop (shop work) & inside & outside council properties (site work).  The post holder undertakes joinery work of a complex nature requiring advanced / high level of knowledge of this specialist discipline, (city & guilds level 3 advanced craft joinery or equivalent).  The post holder is also multi skilled in a diverse range of other specialist disciplines, being required to carry out some or all of the following disciplines, ironmongery, painting plastering wall & floor tiling, draining/ waste pipe & plumbing.  Apprentice trained  City & Guilds level 3 advanced craft joinery, or NVQ 3 equivalent.  NVQ level 2 Maintenance operations/multi skilling (Leeds college of building)  Substantial knowledge of Health and safety in general building industry  Confined spaces Qualification.  Asbestos Awareness certificate.  COSHH Regulation certificate.  Woodworking machine certificate.  Abrasive wheel (selection and mounting)  Health & Safety first-safe working at heights 1-3.  ATS-CG Cable avoidance tool & Genny certificate.  ATS-HSG47 Avoiding danger from underground services.  Sharps and drug related work awareness training.  Construction skills- health and safety test.  Extensive knowledge to draw and interpret detailed drawings, of own and other trades.  Good oral, written and interpersonal skills, good communication often in volatile situations.  Be computer literate mobile working (smart working).  Full driving licence relevant to the vehicles used and weight restrictions. Ability to load safely vehicles/ materials.  Manual lifting and safe handling.  The ability to complete and submit accurate worksheets, documents and associated paper on time and as necessary.  *Ability to converse and provide advice and guidance to members of the public, in spoken English, to Common European Framework of Reference for Languages (CEFR) - level B2 - Vantage or upper intermediate - Can adjust to the changes of direction, style and emphasis normally found in conversation. Can produce stretches of language with a fairly even tempo; although he / she can be hesitant as he or she searches for patterns and expressions, there are few noticeably long pauses.* | | | | | | | | |
| **10.** | **Position of Job in Organisation Structure**   |  | | --- | | Job Reports to:  Supervisor |  |  |  |  | | --- | --- | --- | | THIS JOB |  | Other jobs at this level:  Electricians, Heating engineers, Plumbers, Bricklayers, Plasterers, Roofers. |  |  | | --- | | Jobs reporting up to this one:  None | | | | | | | | | |