**DARLINGTON BOROUGH COUNCIL**

**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **POST TITLE :** | Joiner |
| **GRADE :** | Craft 2 |
| **REPORTING RELATIONSHIP** | The post holder will report to the General Trades Supervisor |
| **JOB PURPOSE :**  **POST NO:** | To carry out joinery work  D10292 |
| **PDR COMPETENCY FRAMEWORK** | Level 1, Expected Competencies for all employees |

**MAIN DUTIES/RESPONSIBILITIES**

1. To carry out a wide range of joinery works to a high standard as required.
2. Take a proactive approach and raise with the supervisor when repair requests may not provide the best value for money for the client.
3. To interpret and comply with drawings, schedules and specifications.
4. Maintain a clean and tidy working environment.
5. To comply with all Health and Safety legislation and RAMS and promptly report any incidents, accidents or near misses.
6. Attend induction, training and Toolbox Talks when required
7. To identify, ensure safe use and maintain in good condition tools and resources (including access equipment) for joinery activities.
8. Assist in the procurement of materials so work can be completed..
9. Comply with Darlington Borough Council policy and arrangements relating to the use of a Council-owned vehicle.
10. Ensure that you work in line with all the Council’s policies and procedures and ensure that you are aware of your obligations under these.
11. Behave according to the Employees’ Code of Conduct and ensure that you are aware of your obligations re: conflicts of interest, gifts, hospitality and other matters covered by the policy.
12. Carry out your role in line with the Council’s Equality agenda.
13. To work in conjunction with Building Services and to participate on the Joinery repairs call out rota as and when needed.
14. To comply with health and safety policies ,organisational statements and procedures, report any incidents/accidents/hazards and take a pro-active approach to health and safety maters in order to protect yourself and others
15. Any other duties of a similar nature related to this post that may be required from time-to-time.
16. This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
17. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
18. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time-to-time by the Council.  
    Date: May 2019

**DARLINGTON BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**JOINER**

**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**POST NO. D10292**

All appointments are subject to satisfactory references.

| **Criteria No.** | **Attribute** | **Essential**  **(E)** | **Desirable**  **(D)** |
| --- | --- | --- | --- |
|  | **Qualifications & Education** |  |  |
| **1.** | Time served Joiner: NVQ level 2 or 3, City and Guilds or equivalent. | **E** |  |
| **2.** | CSCS Registration or be able to meet criteria the criteria for a skilled worker card |  | **D** |
|  | **Experience & Knowledge** |  |  |
| **3.** | Experience of working in a responsive repair service |  | **D** |
| **4.** | Experience of 1st and 2nd fix joinery activities. |  | **D** |
| **5.** | Experience in roofing |  | **D** |
| **6.** | Experience working on housing and/or commercial projects. |  | **D** |
| **7.** | Knowledge of Health and Safety legislation practices and procedures. |  | **D** |
|  | **Skills** |  |  |
| **8.** | Ability to communicate effectively both verbally and in writing. | **E** |  |
| **9.** | Use of electrically operated power tools for onsite joinery works. | **E** |  |
| **10** | IT Literate – ability to use mobile technology | **E** |  |
|  | **Personal Attributes** |  |  |
| **11.** | Ability to work on own initiative and or part of a team | **E** |  |
| **12.** | Ability to undertake the physical aspects of the job. | **E** |  |
| **13.** | Application of safe working practices. | **E** |  |
|  | **Special Requirements** |  |  |
| **14.** | The ability to communicate at ease with customers and provide advice in accurate spoken English. | **E** |  |
| **15.** | The successful candidate must hold a current valid driving licence to enable them to undertake the driving duties the post requires. | **E** |  |
| **16.** | Reliable with a flexible approach to working arrangements. | **E** |  |
| **17.** | To participate in an on-call rota as required | **E** |  |
| **18.** | Willingness to undertake relevant training. | **E** |  |
| **19.** | The successful candidate must wear the uniform provided | **E** |  |