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| **Job Description** |
| **Post title** | Joiner |
| **JE Reference No** |  |
| **Grade** | Trade Rate Joiner plus 50% Interim Operational Allowance  |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Corporate Property and Land - Building and Facilities Management |
| **Reporting to** | The post holder will be accountable to the Contracts Foreman / Minor Works Foreman as appropriate. |
| **Location** | Your normal place of work will be Meadowfield Depot, but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is not eligible for flexitime.The hours worked are 39 per week, 2 of which accrue as up to 12 stand-down days per year, to be taken as directed by management. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

You may be provided with a works vehicle if required. If not you will be expected to travel

to site by other means being ready to commence work at 8.00am at any location in the

County for which travel time will be paid at 20 mins / day excluding IOA.

Due to service needs the council’s flexible working policy is not applicable to this post.

Start time 8.00am; finish time 4.30pm Monday – Thursday and 3.30pm on a Friday.

Responsible for the provision of a value for money and quality service ensuring a high level of customer satisfaction.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To carry our first and second fix joinery and associated building works to specification as instructed either individually or as part of a team.
* To work in accordance with the information, instruction and training given safely and efficiently and to inform the Foreman of any potential safety hazards not adequately controlled.
* Maintain personal protective equipment to prescribed standards and adopt a safe method of working at all time.
* Complete timesheets and other relevant documentation to the satisfaction of your line manager.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Contracts Foreman.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification: Joiner |
|  | Essential | Desirable |
| Qualifications | * NVQ Level 3 in Carpentry and Joinery
* Trade apprenticeship
 | * CSCS card
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| Experience | * Previously experience of working in commercial buildings
* Previously employed in a commercial repairs and maintenance environment
* Relevant joinery experience
 | * Experience of working in a domestic environment
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| Skills & Knowledge | * Knowledge of health and safety regulations
* Customer care skills
* IT skills
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| Personal Qualities | * Self motivated
* Good team worker
* Ability to work on own initiative
* Good communication skills
* Able to work flexibly and under pressure to ensure deadlines are met
* Travel is an essential requirement of the post
* Due to the requirement to potentially drive a vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment
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