

**DARLINGTON BOROUGH COUNCIL**  
**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**JOB DESCRIPTION**

<b><u>POST TITLE :</u></b>	Joiner
<b><u>GRADE :</u></b>	Craft 2
<b><u>REPORTING RELATIONSHIP</u></b>	The post holder will report to the Supervisor/Manager
<b><u>JOB PURPOSE :</u></b>	To undertake all joinery works associated with the maintenance and Construction division of Building Services
<b><u>POST NO.</u></b>	D10292
<b><u>PDR COMPETENCY FRAMEWORK</u></b>	Level 1, Expected Competencies for all employees

**MAIN DUTIES/RESPONSIBILITIES**

1. To carry out joinery works in accordance with job instructions either verbal or written.
2. To check accuracy of levelling equipment and transfer levels using a spirit level and straight edge.
3. To interpret and comply with drawings, schedules and specifications.
4. To attend briefings when required for safety and policy issues.
5. To maintain all plant and equipment used in good order.
6. To be aware and comply with current legislative requirements relating to the construction workplace.
7. To maintain a clean and tidy work environment.
8. To comply with risk and method statements and other relevant Health & Safety assessments appropriate to the work.
9. To comply with Darlington Borough Council policy and arrangements in respect of use of Council owned/leased vehicles including maintaining in a clean and tidy condition.
10. To assist supervisors/managers in procuring appropriate materials for the work and on delivery ensure appropriate safe storage, stacking and handling.
11. 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.
12. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other

matters covered by the Code.

13. Carry out your role in line with the Council's Equality agenda.
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 matters 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. To work in conjunction with the department's flexible shift patterns and to participate on the Joinery repairs call out system as and when required.
17. 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.

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.

**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: September 2018

**DARLINGTON BOROUGH COUNCIL**

**PERSON SPECIFICATION**

**JOINER**

**ECONOMIC GROWTH AND NEIGHBOURHOOD SERVICES**

**POST NO. D10292**

All appointments are subject to satisfactory references.

<b>Criteria No.</b>	<b>Attribute</b>	<b>Essential (E)</b>	<b>Desirable (D)</b>
	<b>Qualifications &amp; Education</b>		
<b>1</b>	Time served Joinery apprenticeship and/or NVQ Level 3	<b>E</b>	
<b>2</b>	City & Guilds Diploma		<b>D</b>
<b>3</b>	NVQ Level 2		<b>D</b>
	<b>Experience &amp; Knowledge</b>		
<b>4</b>	Knowledge of Health & Safety Awareness.	<b>E</b>	
<b>5</b>	Approximately 3 years experience within a day to day repair environment with a social housing provider or similar.	<b>E</b>	
<b>6</b>	Experience in 1 <sup>st</sup> and 2nd fix joinery activities, including all construction jointing, monitoring, haunching and fixing of all manner of fixtures and fittings.	<b>E</b>	
<b>7</b>	To identify, ensure safe use and maintain in good condition tools and resources (including access equipment) for joinery activities.	<b>E</b>	
<b>8</b>	Experience working on housing and/or commercial projects.	<b>E</b>	
<b>9</b>	Knowledge of Health & Safety Awareness	<b>E</b>	
<b>10</b>	CSCS registration – Experienced worker (CSCS test and NVQ registration).	<b>E</b>	
	<b>Skills</b>		
<b>11</b>	Ability to communicate effectively both verbally and in writing.	<b>E</b>	
<b>12</b>	Use of electrically operated power tools for onsite joinery works.	<b>E</b>	
<b>13</b>	Wood working machine operations.		<b>D</b>
	<b>Personal Attributes</b>		
<b>14</b>	Good timekeeping	<b>E</b>	
<b>15</b>	Ability to work on own initiative and or part of a team	<b>E</b>	

<b>16</b>	Application of safe working practices.	<b>E</b>	
<b>17</b>	Other trade relevant training/certification.		<b>D</b>
	<b>Special Requirements</b>		
<b>18</b>	The ability to communicate at ease with customers and provide advice in accurate spoken English	<b>E</b>	
<b>19</b>	The successful candidate must hold a current valid driving licence to enable them to undertake the driving duties the post requires	<b>E</b>	
<b>20</b>	Reliable with a flexible approach to work.	<b>E</b>	
<b>21</b>	Willing to participate in an on-call rota as required	<b>E</b>	
<b>22</b>	Willingness to undertake relevant training.	<b>E</b>	
<b>23</b>	The successful candidate must wear the uniform provided	<b>E</b>	