Regeneration and Neighbourhoods Department

**Job Title:** Apprentice Joiner

**Division:** Building, Design & Construction Section

**Grade:**  Apprentice Grade

**Responsible To:** Construction Officer; Supervisor; or where placed, the relevant tradesperson

**Principle duties and responsibilities**

1. To learn and assist in the provision of the diverse range of domestic and commercial Joinery and associated works provided by the Building Services Division, including:
2. Responsive Repairs service
3. Planned/Programmed Repairs and Maintenance
4. Repairs to vacant properties
5. Works to disabled adaptations
6. Works to capital funded schemes
7. Emergency works
8. Carry out bench joinery tasks in the Joiners Shop
9. Any other associated work which may arise in the provision of our service
10. To attend training and development courses as required, and participation in schemes of assessment, professional development and review. It is a requirement of the post that training is undertaken up to Level 3 or equivalent in the relevant technical trade.
11. To assist in ensuring that there is full compliance in:
12. Achieving target dates and deadlines
13. Security requirements
14. Applying all approved working systems and procedures
15. Punctual attendance at work

4. To ensure the accurate completion and provision of timesheets, job tickets and any other record documents appropriate to the task.

5. To ensure that all plant communication equipment, tools and vehicles used, are secure, maintained and treat with care, to ensure the safe operation of the item(s) and to maintain and improve the image of the service.

6 (a) To ensure that all working practices are carried out in a safe manner in accordance with the Health and Safety at Work Act 1974 and as referred to in the Building Services Health and Safety File.

6 (b) To report any incidents which may arise using the Safety Incident Report (Accident Form) in accordance with the approved procedure.

7. To ensure that stores issues (or similar) are correctly administered, and that items are returned and credited where appropriate.

8 (a) To act in a courteous manner when dealing with our customers, and other appropriate bodies, inclusive of keeping appointments when appropriate.

8 (b) To assist in the development of customer care by the provision of relevant advice and information to the customer and the return of customers complaints, comments and repair reports to the Supervisor or relevant Office for action.

9. To treat resident’s homes and public buildings with courtesy, ensuring that all rubbish and spare materials are cleaned up and removed.

10 To work with other trades and/or partners as required to ensure the flexible development of multi-skilled applications. This may include temporary placements in other businesses.

11. Any other duties of a related nature which might reasonably be required or allocated by the responsible officer/person.

CHANGES

The work of all Local Government departments changes and develops continuously which in turn requires staff to adapt and adjust. The functions/responsibilities above should not therefore be regarded as immutable but may change commensurate with the grading of the post. Any major changes will involve discussion and consultation which, if wished, may involve a Trade Union/Professional Association representative.