



**DIRECTORATE:** Operations & Regulatory Services.

**DIVISION:** BCE

**POST TITLE:** Joiner

**RESPONSIBLE TO:** Contract Manager

**JOB PURPOSE:** To provide technical trade expertise whilst assisting in the provision of building maintenance and new construction projects.

**MAIN DUTIES:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- (1) To undertake a range of joinery tasks including repair, removal and replacement of a wide range of timber, plastic and composite products, both internal and external including the fitting, removal and re-hanging of internal, external doors, windows, kitchen base units, worktops and wall cupboards.
- (2) To carry out first and second fix joinery work including repair, remove, replace, and modify skirting board, architrave, floor boarding, soffit/facia boards, structural timber and sheeting.
- (3) To undertake tasks associated with roofing works.
- (4) To undertake demolition work and site preparatory work.
- (5) To ensure site cleanliness during building work and upon completion of work.
- (6) To use and interpret drawings and specifications in relation to building works.
- (7) Use a variety of construction light plant and tools both on site or in joiners shop e.g. drills, circular saws, bench saws, hand lamps, extensions etc and have an awareness of the hazards associated with scaffolds / working at heights, tripping etc.
- (8) Transport tools and materials and drive vehicles as required, undertaking the appropriate daily checks and maintaining associated records.
- (9) To receive, process and return work records in relation to building works.
- (10) To provide instruction, advice and guidance to other staff as appointed e.g. apprentices and craft assistants' ensuring work is carried out as instructed.
- (11) Adhere to agreed levels of customer service standards.
- (12) Adhere to agreed levels of productivity.

- (13) To assist in maintaining the Council's environmental policies including EMAS and ISO14001 environmental quality standards.
- (14) To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- (15) Promote and implement the Council's equal opportunities in all aspects of employment and service delivery.