

Job Description

	<div>For HR use only</div> <div>Vacancy Ref No: 0602</div>
Directorate	Environment, Housing and Leisure
Service and Team	Housing Property and Construction
Post Title	Technician – Joiner
Grade	Craft 2
Reports to	Service Team Leader
Responsible for (employees / equivalent)	N/A
Job Purpose	
<p>Undertake joinery and repairs and maintenance work, to provide high quality, 'right first time' cost effective building services to the service and its customers.</p> <p>Adhere to the North Tyneside Council, Housing Property and Construction Safety, Health and Environment standards at all times.</p>	
Job Content	
<p>Service Delivery</p> <ul style="list-style-type: none"> Identify and undertake joinery and associated work as directed. Liaise with other employees of the council as necessary to complete specified works. Ensure work is carried out within the required timescales/categories or to targets where appropriate. Receive, plan and complete job orders on time and to quality. Notify team leader or resource controller of any associated access issues. Ensure that all relevant documentation is processed, and systems are completed in a timely manner. Conduct work in accordance with current legislation, British Standards, Codes of Practice, safe systems of work and recognised industrial standards for such work, minimising damage to the fabric of the property. Embrace the use of information systems and information technology. Carry out minor after-trade work e.g. brickwork, plastering. Undertake essential reinstatement work as necessary to ensure premises are left in a secure, safe and weather tight condition. <p>Customer service</p> <ul style="list-style-type: none"> Maintain effective working relationships with colleagues/clients/customers and work as part of a team. Deal courteously and efficiently with clients, customers and the general public to maintain and enhance the reputation of the council. Continually demonstrate an understanding and commitment to Customer Care 	

Ensure that there is clear communication with customers in respect of work to be undertaken and following completion of the job.

Safety, Health, and Environment

- Take a pro-active approach and reasonable care for the health and safety of themselves and others who may be affected by their activities at work, including occupants, visitors, and members of the public.
- Report on any hazards or unsafe practices to their team leader or resource controller.
- always Act in a polite and courteous manner.
- Ensure PPE and Health and Safety equipment provided is used correctly and when required, in accordance with risk assessments.
- Co-operate with health surveillance programmes.
- Maintain a working environment that is safe and without risk to health in accordance with the North Tyneside Council Housing Property and Construction Health, Safety and Environment standards

Other Responsibilities

- All duties and responsibilities should be carried out in accordance with agreed North Tyneside Council Policies and Procedures, having regard to the Council's policy commitments to efficient service provision, promotion of Equal Opportunities and diversity, Corporate Social Responsibility, and good employee relations.
- Any other duties and responsibilities as may be determined after consultation between management and the post-holder, always having full regard for the service area's efficiency and general viability.
- Ensure your business area is presented in a manner that reflects the North Tyneside Council values.
- Participate in performance reviews and undertake relevant training where necessary

Climate Change Values and Behaviours

We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling.

We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services.

Equality, Diversity and Inclusion Values and Behaviours

We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

Special Requirements of Post

Working Conditions	Outdoor working may be required.
Working Requirements and Arrangements	Willingness to be flexible with working hours Ability to travel within local area

Physical Requirements e.g. driving, lifting, and handling	As necessary to undertake the role.
DBS and Safeguarding Checks required	(May be required depending on working area)
Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	
Politically Restricted	No

Person Specification

Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	Asbestos awareness		
Qualifications and Training including Professional Registrations	Qualification at NVQ level 2 (Time served) Appropriate CSCS card	PASMA qualification	
Skills & Experience		Experience in 1 st and 2 nd fix carpentry and joinery. Experience of working in a Local Authority environment Ability to read construction drawings	
Our Values	We Listen, We Care, We Are Ambitious, We Are Good Value for Money		
Special requirements			
Factor	Essential		Assessment method
Occupational Requirements under the Equality Act 2010			
Factor	Desirable		Assessment method

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Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT, and insurance documentation.