Hartlepool Borough Council

# JOB DESCRIPTION

## Division / Department

**JOB TITLE:** Joiner

**DIVISION:** Construction Team

**GRADE:** Band 8

**RESPONSIBLE TO:** Construction Supervisor

**POST REFERENCE:** 105257

## Main Duties and Responsibilities

1. The provision of a diverse range of domestic and commercial joinery provided by the Building Maintenance and Management Team, including:

    - Responsive repairs service
    - Planned, programmed repairs and maintenance
    - Repairs to vacant properties
    - Works to disabled adaptations
    - Works to capital funded schemes
    - Emergency works
    - Any other associated work which may arise in the provision of our service
    - Any other associated work which may arise in other disciplines and other Departments within the Procurement and Property Services.
    - To take part in the 24 hours call out Rota when required

2. To attend training and development courses as required and participation in schemes of assessment, professional development and review.

3. To assist in ensuring that there is full compliance in:

    - Achieving target dates and deadlines
    - Security requirements
    - Applying all approved working systems and procedures

4. To ensure prompt and 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 treated with care, to ensure the safe operation of the item(s) and to maintain and improve the image of the service.

6 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 Maintenance and Management Health and Safety file, and in accordance with all statutory requirements.

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

8 To assist in the development of Customer Care by the provision of relevant advice and information to the customer and the return of customer complaints, comments and repair reports to the supervisor or relevant office for action.

9. To treat all buildings and service users 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 and to contribute to the flexible development of multi-skilled applications.

11. To drive a vehicle as and when required, keeping the vehicle clean and tidy, carrying out daily/weekly safety checks of the vehicle as required, presenting the vehicle for any servicing, maintenance and/or MOT as scheduled and to report any defects or damage to the vehicle to the supervisor and vehicle fleet management.

12. When enlisted, to participate in the delivery of the emergency service within Hartlepool Borough Council's call-out Rota effectively dealing with all emergencies provided, accurately completing relevant documentation, ensuring that information relating to completions and follow-up repairs are passed to the Control Centre/Supervisor.

13. Any other duties of a related nature which might reasonably be required or allocated by the Line Manager(s).

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

**Date:** August 2026

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT**

**MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**