

Lancaster City Council - Job Description

Job Title:	Joiner	Grade:	GGS8	Job Code:	LCC204
Job Family:	Community Services	Job Family Group:	Trades / Skilled	Reports to:	Responsive Repairs/ Void Manager
Line manages:					

Job Summary

To carry out site based joinery works throughout the district, on the Council's housing stock and associated Council buildings.

Direct Responsibilities

- Carry out specific instructions for work under the direction of the Department Manager(s) and Supervisor(s), and as directed progress and complete joinery works and other maintenance tasks in connection with RMS operations for;
 - Responsive maintenance (day to day)
 - Void management works
 - Planned works
 - Other associated maintenance works
- To operate and comply with all reporting systems and returns, including electronic devices e.g. PDA or equivalent equipment.
- Be customer focussed. All interactions with the tenants/ public should give them the best impression of the council and staff in general. The workforce are the face of the Council.
- Comply with the Council employment, driver and transport policies.
- Operatives on occasions will be required to make decisions on their own, as to the best way to complete the job. All decisions are to be made in line with Council Policies and the values and behaviours expected.
- Empowerment on site for the operative to make a decisions in relation to the job necessity. The decision is to be made in line with the Lancaster Standards and ensures value for money.
- Ensure van stock levels are regularly replenished.

Primary Objectives

To work on Responsive Repairs/ Voids/ Planned Maintenance to ensure work is completed to the required standard and within allocated timescale, ensuring all repair appointments are attended at the pre agreed time.

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Follow all Health and Safety requirements on site.

Identify operations improvements that can be made via your Site Supervisor.

Be able to organise your own work flow.

Staff Management Responsibilities

N/A

Knowledge & Educational Requirements

Specialised knowledge:

NVQ level 3 in Carpentry and Joinery or equivalent certificate.

To have basic computer knowledge but not essential, training will be given.

A good understanding of the building trade.

Functional knowledge:

Undertake work related training as required, to meet the changing needs of the Service, Client, and Industry and to embrace new technology and practises

To understand and comply with responsibilities for both you and your employer in relation to Health, Safety, and Welfare in the workplace.

To meet our high standards for workmanship, quality and customer focus at all times

To have a good understanding of social housing, which includes working in tenanted properties.

LCC specific knowledge:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate plan.

Other Requirements

Your normal working hours will be 37 per week, working Monday to Thursday, 8.00am – 4.30pm and Friday, 8.00am -3.30pm. You are required for operational purposes to work 39 hours per week (as this is in excess of the standard 37 hour week, you will accrue 1 days leave for every 20 days worked).

A full driving licence is essential, as the post holder will be required to provide responsive support across the district, and transport all equipment and tools needed.

The postholder will be subject to a basic clearance with the Disclosure and Barring Service (DBS)

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Additional information

General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

Employee signature:		Print name:		Date:	
Manager Signature:		Print name:		Date:	