**Job Description**

**Main Purpose of Job:**

You will work within the Council’s housing maintenance team delivering excellent services to tenants of the council and private customers. The role will be required to undertake a wide range of carpentry maintenance tasks including those to PVCU components examples being minor repairs to windows, lock changes etc. and including more major refurbishment type works

**Our Values**

You will be expected to work in line with our values which are:

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| **Proud** - Believing in who we are, what we do and where we live |
| **Dynamic** - Transforming the future with you in mind |
| **Truthful** - Honest and clear in all we do |
| **Good Value** - Delivering outstanding services, smartly & economically |
| **United** - Whoever we work with, we work as one team |

**Key Responsibilities:**

1. To act on instructions in regard to the safe completion of all carpentry related duties and tasks required, fully complying with all regulations, health and safety requirements, risk assessments and good working practices in place.
2. To complete a wide range of maintenance duties using materials supplied and meeting a high standard of work as deemed by supervisors and quality monitoring officers.
3. To complete and submit in a timely manner, all required information in regard to works completed, further works necessary, completion dates, customer sign off etc.
4. To partake in the Councils out of hour’s emergency cover requirements.
5. To actively work in full compliance of all risk assessments and method statements produced. Liaising with the team’s in house health and safety advisor in regards to any upgrades or improvements required.
6. To manage and maintain in good condition, all provided equipment necessary for the efficient completion of works.
7. To undertake all/any new or refresher training necessary to be able to carry out your duties.
8. To effectively and appropriately engage with tenants and customers in regard to works proposed, discussing areas such as work scope, expected duration, levels of inconvenience, temporary services being provided etc.
9. Execute a high level of customer care when dealing with the customers and other stakeholders.
10. Demonstrate high level of integrity.
11. To carry out all duties in a professional, workmanlike manner, recognising good customer care principles, and acting as the Council’s representative/s on site/s.
12. Leave all works in a safe manner.
13. To undertake such other duties as may reasonably be required compatible with and/or arising from those listed above.
14. To promote and adhere to the workplace values of our organisation.

\* SCP 22 to 23 are held back for if/when the Council undertakes its own new development sites at which time an agreed training and development plan will be introduced and may include operations such as modular builds.

**Line Manager: Building Supervisor**

**Responsible for: na**

**Political Restriction:**

This post is not politically restricted.

Note: This is a description of the job as it is constituted at (**June 2021**) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Council to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Council’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Council reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * Knowledge of repair and renewal. * A good knowledge and understanding of Health and Safety | * New build experience |
| **Skills and Abilities:** | * Competent in all areas of carpentry with both new and repair works. * Ability to complete, interpret and process administration. * A full driving license * Ability to communicate effectively and appropriately with a wide range of customers and stakeholders. |  |
| **Education and Training** | * NVQ level 2 or equivalent qualification or recent relevant experience. * GCSE `C` or above in Mathematics and English. | * Asbestos awareness * Working at Heights * Manual Handling |
| **Other Requirements** | * **On occasions, operatives are required to be cleanly shaven in order to wear Respiratory Protective Equipment. (This also includes the fitting of RPE). This is in order to comply with the Health and Safety at Work Etc Act 1974.** * A commitment to own development and to supporting training and development initiatives. |  |