

	Job Profile
Directorate:	Housing and Wellbeing
Service Area:	Repairs & Maintenance
Job Title:	Joiner Multi Skilled
Grade:	Skills Group 3
Post Number:	M091
Base/Location:	Charnwood Borough Council Offices, Southfield Road
Responsible To:	Repairs Team Leaders
Responsible For:	Apprentices and Trainees as required.
Key Relationships/ Liaison with:	External Customers of the Council, Suppliers, Contractors and Consultants, Council Officers and colleagues.

Job Purpose
• To carry out a wide range of joinery / carpentry and minor finishing works to deliver excellent customer service. • To undertake all work to a competent recognised standard, with minimal risk to the health and safety of those it may affect. • Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

	Main Duties and Responsibilities
1.	To carry out all aspects of joinery works to tenanted housing, including but not limited to: • Complete all joinery repairs and replacements. • Ability to fit a complete kitchen • Competent with door hanging, including fire doors • Carry out door and window repairs
2.	Will be required to participate in the Council's out of hours call out service.
3.	Carry out all types of repairs and maintenance in a multi-skilled environment allied to the Joinery/ Carpentry trade disciplines.
4.	Liaise with other trades and services as necessary for the efficient co-ordination of work activities.
5.	Notify the Repairs Team Leaders of any necessary variations from the work as stated on the original works order.
6.	Identify and advise on the correct remedial action for all external work and specify the correct products for the best possible outcome.
7.	Order, collect and take delivery of materials or stock as per the relevant agreements and procedures.

8.	Undertake all works as directed by Repairs Team Leaders, Project Surveyors or from the Business Support Team, advising on any necessary variations from the work as stated on the original works order. Advise Work Planners of any issues or works which cannot be completed on first visit. Complete accurate records of all works undertaken.
9.	Always maintain safe methods of work and adhere to current Health and Safety and relevant construction and maintenance industry legislation. Wear appropriate personal protective equipment relevant to the task. Report all accidents and relevant incidents to the Repairs Team Leader and Corporate Health and Safety.
10.	Be responsible and aware of any safeguarding issues when within a tenant's property and report these to the Repairs and Team Leaders.
11.	Use any transport provided to agreed policies and procedures and be responsible for the safe use of the vehicle.
12.	Use, maintain, clean and store all tools, equipment, vans and first aid boxes etc provided in accordance with manufacturer's instructions. Bring to the attention of the Repairs Team Leaders immediately any items which are damaged, unfit for use or need servicing.
13.	Train and supervise apprentices as and when requested by managers.
14.	Attend regular training, updates, and toolbox meetings as instructed by the management team.
15.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
16.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Principal Officer – Voids

Date: June 2025



Directorate:	Housing and Wellbeing
Service Area:	Landlord Services
Job Title:	Joiner Multi Skilled
Grade:	Skills Group 3
Post Number:	M091

	Essential	Desirable
<u>Qualifications</u> City & Guilds craft certificate 6217-03 (or equivalent). Or Demonstrable experience identified within the section below. Evidence of continual professional/ trade development. Appropriate qualification in Health and Safety including working at heights.	✓ ✓	 ✓ ✓
<u>Experience</u> Ability to carry out a wide range of joinery and carpentry works associated with the maintenance and adaptation of Council properties and public buildings. Experience of internal and external door installation and repairs including Fire Doors Experience of working within a housing direct labour organisation (DLO) or with tenanted properties. Experience of completing minor finishing repairs. Experience of working in void properties. Experience of carry out responsive repairs. Proficient in another trade area (multi skilled). Experience of ordering, receiving and collecting materials. A good understanding and knowledge of up-to-date legislation relating to the building industry including health and safety.	✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓
<u>Skills / Knowledge</u> The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.	✓	

Ability to work at heights along with experience of using ladders and scaffold towers.	✓	
A good understanding and knowledge of up-to-date legislation relating to the building industry including health and safety.	✓	
Ability to make decisions, take the initiative and work under own direction, on occasion whilst under pressure and to meet tight deadlines.	✓	
Experience of following work instructions and ability to use a tablet or electronic device to complete basic administrative tasks.	✓	
Ability to demonstrate skills and processes to improve services and performance for residents.		✓
Excellent time management skills.	✓	
A high level of attention to detail along with the ability to rapidly analyse written information against a pre-defined criteria.	✓	
<u>Interpersonal Skills</u>		
Excellent communication skills relevant to the role.		✓
Sound knowledge of health and safety at work.	✓	
To work as an effective team member, assisting colleagues where required.		✓
Ability to work using own initiative.	✓	
<u>Other Requirements</u>		
To be able to travel throughout the Borough.	✓	
Flexible approach to working hours, on occasion working outside normal hours.	✓	
An understand of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓	
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓	

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