



Carpenter

LEVEL:	SCP 11
ACCOUNTABLE TO:	Property Services Team Leader
SALARY:	£28,142 per annum
LOCATION:	Totnes Depot
CONTRACT:	Permanent

Job Purpose

To maintain the Council's property and assets. This role is varied and wide-ranging, challenging and engaging, the work includes day to day reactive carpentry repairs, planned maintenance and project work across our picturesque districts. Working alone under your own initiative or as an important part of a larger team on project work, meeting the demands of reactive and planned repairs undertaken by the Property Services Team based out of our operational depot in Totnes.

Role Profile

- To undertake carpentry works as detailed on task sheets and given specifications as instructed.
- To ensure that work is always completed to the relevant professional standards.
- To liaise with the depot supervisor to ensure work is completed on time and to the required standards.
- To use your time effectively and efficiently. To have a flexible approach to all tasks, enabling us to meet the demands of emergency tasks that continually change our work patterns.
- To ensure that the Council's resources and equipment are used safely and to the best advantage. To conduct regular inspections of tools, plant and equipment and vehicle assigned to the post holder.
- To attend training courses related to the post holder's role as required.
- To accurately record time and materials used on each task.
- To ensure that all activities conform to relevant Risk Assessments, Method Statements, Safe Systems of Work and / or relevant Health and Safety regulations and Codes of Practices.
- To ensure that the correct Personal Protective Equipment is used for each task.
- To comply with the Council's Driving Standards Policy and completing mandatory vehicle checks.
- To always maintain a professional manner with the general public and our customers.
- To undertake any other duties as deemed appropriate by the team supervisor/leader.



Person Specification

Qualifications

Essential	Desirable
Full UK manual Drivers Licence.	UK 7.5 tonne Licence.
Professional Trade Qualification.	Forklift Licence.

Knowledge / Experience

Essential	Desirable
Working within the building/property industry.	Ability and experience to tow trailers.
Use of power and hand tools.	Experience of using industry chemicals (COSHH).
Working at Heights.	Experience of property maintenance.
Experience of working within H&S guidelines (training provided).	
Correct use of industry PPE.	

Skills / Abilities

Essential	Desirable
Ability to complete relevant paperwork.	Plumbing experience
Working within the public domain.	

General / Other

Essential	Desirable
Working as part of a team, or independently.	Working for a local authority.



General

The list above is not exhaustive; this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.