LISBURN & CASTLEREAGH CITY COUNCIL

JOB DESCRIPTION

Job Reference: JF3966

JOB TITLE:	Joiner
DEPARTMENT:	Regeneration & Growth
UNIT:	Assets (Building Maintenance)
SALARY:	Scale 5, NJC Spinal Column Points 14-19
RESPONSIBLE TO:	Building Maintenance Supervisor
DURATION:	Permanent
LOCATION:	Various locations
HOURS OF WORK:	37 hours

KEY PURPOSE OF THE JOB:

As a member of the Building Maintenance Team the post holder will be required to carry out joinery works including maintenance and new works throughout the Council area.

The post holder will assume other delegated duties appropriate to the post reasonably assigned by management.

KEY DUTIES & RESPONSIBILITIES

1 Carry out a full range of joinery duties and associated / general maintenance work within the Building Maintenance Service.

2 Safe, effective and appropriate use of Woodworking Machinery including use of handheld power tools and other associated plant and equipment in line with current regulations.

3 Apply best practice in the use of access equipment.

4 Completing relevant checks and maintain accurate records in line with Council management systems i.e. Vehicle defect sheets, and driver declarations etc.

5 Ensure all Health & Safety legislation, and Council Health and Safety policies and procedures are complied with in relation to the services and activities within the facilities. Ensure work is carried out in

strict compliance with all Council and Health and Safety regulations including use of safety equipment and PPE.

6 Liaise with the other Building Maintenance Staff in delivering the day to day service requirements within the Assets Services Unit, as required.

7 Participate and assist in all duties involved in the provision of Council organised special events e.g. Mayors Parade.

8 Participate in any identified training courses including refresher training to carry out the duties of the post.

9 Ensure compliance with Council policies and procedures and operate within the highest standards of management and personal behaviour, which reflect the core values and behaviours of the organisation.

10 Promote equality of opportunity and access in service delivery and in the employment of staff through the mainstreaming of equality within the Council.

11 Ensure the provision of high standards of customer care across all the services and promote the service effectively and communicate in a way, which enhances and promotes the public image and overall reputation of the Council.

The services falling within the responsibility of this post are Joinery and General Maintenance.

We are an equal opportunities employer, and we welcome applications from all suitably qualified persons

Note:

The post holder should be aware that the responsibilities and functional areas of the post may be subject to change as a result of organisational change. The Council therefore reserves the right to change the duties of the post by adding to or amending the range of functional responsibilities. The post holder will be required to be flexible and adaptable to meet the changing needs and requirements of the organisation.

Ensure compliance with Council policies and procedures and operate within the highest standards of management and personal behaviour, which reflect the core values and behaviours of the organisation.

Promote equality of opportunity and access in service delivery and in the employment of staff through the mainstreaming of equality within the Council.

Person Specification – Joiner

	Essential Criteria	**Method of Assessment**
Qualifications / Experience	It is **essential** that applicants have a minimum of: 1. QUALIFICATION Applicants must have completed a full and recognised apprenticeship and have a City & Guilds NVQ** 2. EXPERIENCE Three years' post apprenticeship experience in a similar position. **Where applicants do not hold the qualifications as outlined in 1 above, they must demonstrate a minimum of **five** years' experience as above.	Application Form / Interview / Pre Employment checks Application Form / Interview /
Knowledge	Knowledge of materials used in building maintenance and repair work. Knowledge of the use and maintenance of hand tools and power equipment required to perform various building maintenance and repair tasks.	Interview / Assessment Centre
General	3. It is essential that applicants hold a full (i.e. not provisional) and current UK driving licence	Application Form / Pre Employment Checks

BEHAVOURAL COMPETENCIES – REFER TO ATTACHED GUIDE 'COMPETENCY FRAMEWORK FOR LOCAL GOVERNMENT

The following behavioural competencies have been designated as essential behaviours that should be demonstrated in order to successfully perform this role. These behaviours will be assessed during the selection process. Applicants should refer to the attached competency guide.

Factor	Criteria	Essential	Desirable	Assessment Method
Behavioural Competencies	**1.3 – Managing Performance** Sets clear, aligned, high standard performance goals and objectives for self, others and the organisation.	Yes		Assessment / Interview
	2.2 – Developing Our Own Capability Looks for opportunities to learn and develop in order to deliver and add value to their own role	Yes		Assessment / Interview
	3.3 – Meeting Customer Needs Establishes the needs of customers and strives to ensure that these are met.	Yes		Assessment / Interview