

MULTI SKILLED JOINER

JOB PROFILE

Salary : Band 3
Reporting to: Supervisor and Manager Property Services
Numbers of Staff Report to Post holder: None
<p>Purpose</p> <p>To undertake all aspects of M/S joinery to domestic properties to a high quality standard in accordance with appropriate safety regulations.</p> <p>To ensure that the best service is delivered to the Trust's customers.</p>

Responsibilities

1. Carry out productive operational work associated with main trade, including working at heights using ladders or working off scaffolds/platforms as required.
2. Ability to demonstrate competence to the relevant NVQ or City and Guilds qualification in your main trade.
3. Ability to demonstrate skills and experience in performing tasks outside your base trade,
4. To provide cover and work as part of a team delivering services to meet performance targets.
5. Accurately complete all necessary documentation, including the checking & receiving of materials & goods
6. Accurately report any follow on work including undertake assessments of work required
7. Actively liaise with your supervisor & manager in relation to progress & workflow in a timely manner

Health and Safety

8. Follow the Southway Housing Trust Health & Safety Policy at all times.
9. Work to actively promote good employee relations and safety practices in accordance with Southway Housing Trust policies.
10. Work in accordance with Health & Safety Risk Assessments & Procedures at all times.
11. Report any concerns you have, in a timely manner, to your Supervisor or Manager

12. Observe & comply with the Road Traffic Act, and any other relevant legislation, when driving the company vehicle

General

1. To comply with, and positively contribute towards Southway's vision, objectives, policies and corporate standards including Health and Safety Policy, Safeguarding Children, Equality and Diversity Strategy, Customer Excellence Everyone Matters, and Standing Orders and Financial Regulation.
2. To take a flexible approach to delivery services, and be willing to undertake any duties corresponding to the general level of responsibility of the post, within skills specification and to meet the business need.

Skills, Knowledge And Experience

1. Be able to demonstrate extensive experience in property maintenance.
2. NVQ or City & Guilds qualification in a construction trade.
3. Have experience of dealing with the public and working in occupied homes.
4. Understanding of the importance of working safely.
5. Good customer care skills.
6. To be able to plan and manage own workload and work successfully to deadlines.
7. To be able to work as part of a team.
8. Flexible approach to working hours.
9. Be willing to participate in training and development activities.
10. A commitment to customer care.
11. Full clean driving license.
12. Have a full tool kit to carry out all aspects of trade work.

Employee Signature	Date
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Line Manager Signature	Date
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<p>Band Characteristic</p> <p>Post holders in this band will typically be responsible for complex, often multi-faceted technical or administrative tasks and may supervise/coordinate activities. Most will require vocational qualifications and all will require practical experience in a related field.</p> <p>Some may be required to use, and have responsibility for, specialist equipment and materials whilst others may be responsible for specialist data. They may work alone in or around customer's homes. Some work requires considerable physical effort and compliance with health and safety regulations.</p> <p>Post holders would be expected to prioritise and manage their own work effectively and be responsible for its accuracy and timely completion.</p> <p>Post holders would also be expected to have an understanding of their operational responsibilities and how these relate to the business aims of their service area.</p>
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