

## HOUSING & PROPERTY DEPARTMENT

**Joiner** – Pay Band 6, SCP 13 – 17 (£21,867 - £26,770) Commencing on point 13.

Douglas Borough Council is seeking to recruit a permanent Joiner to work within the Housing Maintenance Section. The main duties of this post will be to carry out repairs and maintenance to Douglas Borough Council properties and to provide support to the Housing Maintenance team.

You must hold a valid City & Guilds/NVQ or equivalent qualification in Joinery. The successful candidate must have experience of completing daily work sheets and the ability to work with good attention to detail. A full valid clean driving licence is essential.

Application packs can be obtained from the HR Department on 696455, downloaded from [www.douglas.im](http://www.douglas.im) or collected from the Henry Bloom Noble Library. The closing date for the receipt of completed applications is 5.00 pm, on Friday, 30<sup>th</sup> October 2020.

**Miss K J Rice, Chief Executive,** Town Hall, Ridgeway Street, Douglas, Isle of Man, IM99 1AD

**MANUAL & CRAFT WORKERS Terms & Conditions**  
**analogous to the PUBLIC SERVICE COMMISSION MANUAL & CRAFT**  
**WORKER MEMORANDUM OF AGREEMENT 2015**

**JOB OUTLINE**

<b>DEPARTMENT</b>	Housing & Property
<b>SUB-SECTION</b>	Housing
<b>DESIGNATION</b>	Joiner
<b>REPORTS TO</b>	Assistant Housing Manager (Maintenance)
<b>GRADE</b>	Pay Band 6, SCP 13 – 17 (£21,867 - £26,770) Commencing on point 13
<b>HOURS OF DUTY</b>	Monday – Thursday 8.00 am – 4.30 pm Friday 8.00 am – 1.00 pm (1/2 hour lunch daily)

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**MAIN PURPOSE OF THE JOB**

To carry out repairs and maintenance to Douglas Borough Council properties as part of a repair and programmed maintenance team. To support the Housing Maintenance Manager in achieving the priorities and objectives of the Council.

**MAIN DUTIES OF THE JOB**

1. Carry out a range of joinery repairs as part of the Housing Maintenance Team as directed by the Housing Maintenance Manager/Maintenance Officer.
2. Work within a pre-allocated appointment system, including direct liaison with tenants as required.
3. Make immediate decisions about repair requirements within the guidelines provided.
4. Carry out all diagnostic and/or pre-measuring work with the aim of completing repairs within the same appointment whenever possible.
5. Use communication equipment (mobile phone) provided to seek, receive or provide immediate advice and assistance on issues not identified on the original order that fall outside the guidelines provided.
6. Inform tenants when it is not possible to attempt or complete a repair within a first visit and to make mutually agreed arrangements to return and complete work outstanding.
7. Maintain a stock of repair items tools and equipment within the vehicle provided.

8. Safe use of all relevant tools and equipment. Carry out daily checks to vehicles, plant and equipment and report defects for rectification.
9. Ensure full compliance/observation of all procedures relating to Health & Safety Legislation, Regulations, Safe Working Practices and Codes of Practice within the Housing Maintenance Section. Report immediately any concerns regarding unsafe equipment or practices, etc., identified whilst carrying out on-site assessments.
10. Completion of all necessary paperwork in relation to carrying out job role.
11. Accept responsibility for the direction of work of trainees/apprentices and/or other employees as assigned.
12. Participate in emergency call out rota as required.
13. Interdepartmental work as required/necessary.
14. To be responsible for the health and safety of the staff of the Housing Maintenance Section and for the safety of the public and other staff who come into contact with any aspect of Housing duties being undertaken.
15. To participate fully in discussions relating to any changes deemed necessary to the job description, reaching mutual agreement to any reasonable changes with the Council reserving the right to implement reasonable changes to the job description after consultation with the post holder, if not agreed by mutual consent.
16. Such other duties within a similar level of responsibility as may from time to time be required by the Housing Maintenance Manager/Maintenance Officer.

## **SKILLS REQUIRED**

### **Essential**

1. City & Guilds/NVQ or equivalent qualification in Joinery
2. Experience of completing daily work sheets and using schedule of rates
3. Ability to work with good attention to detail and accuracy
4. Strong planning and organisational ability
5. Ability to deal with general public and difficult customers
6. Willingness to attend emergency call outs
7. Full valid clean driving licence

### **Desirable**

1. Department of Trade & Industry registered
2. Public Sector Experience
3. Good general education (up to GCSE or equivalent grades A-C including Mathematics and English)

## **HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?**

Apprentice

## **WHAT RESOURCES IS THE JOB OCCUPANT RESPONSIBLE FOR (i.e., building plant, equipment, machinery, appliances, tools and materials)?**

Tools, equipment and materials allocated/used by the postholder

Vehicles belonging to or on hire allocated/used by the postholder

## **DOES THE JOB OCCUPANT HAVE CONTACT WITH MEMBERS OF THE PUBLIC, AND IF SO, FOR WHAT PURPOSES?**

On a daily basis as part of the role.

## **DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?**

No