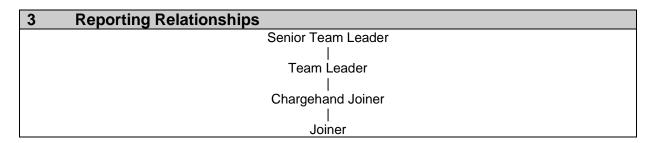
# ABERDEEN CITY COUNCIL JOB PROFILE

1 Job Details	
Job Title:	Joiner
Job Profile no:	
Directorate:	Housing & Environment
Service:	Building Services
Version Date:	November 2012

### 2 Job Purpose

To assist in the provision of building maintenance by carrying out repairs, servicing and upgrading of Council properties.



#### 4 Outcomes

# You will be expected to:

- Carry out the duties of a qualified Joiner.
- Take instructions and undertake allocated work from all levels of management.
- Comply with all health and safety legislation.
- Build and maintain positive working relationships with internal customers and external clients.

#### 5 Knowledge

# You should be able to demonstrate:

• Safe working practices.

# 6 Job specific skills and competencies

# You are expected to demonstrate knowledge and experience of the:

- · Calculating materials to be used.
- Using tools such as saws, chisels, planes, hammers, mallets, power tools.
- Undertaking first fix work such as roof/floor joists, partitions.
- Undertaking second fix work such as doorframes, doors and windows renewals, cupboards, shelves, plasterwork.
- Assembling and fixing units, general joiner related maintenance work including window/door renewal.
- Working on domestic, commercial and industrial premises including schools and sheltered housing.
- Carrying out maintenance servicing work as appropriate.
- Work from Drawings.

# 7 Organisational Behaviours

You are expected to display the following behaviours:

#### Communication

- Is open and honest in communication
- Communicates information clearly and concisely
- Asks appropriate questions to check understanding

#### **Customer focus**

- Treats internal customers with the same respect as external
- Complies with service/corporate standards
- Deals with customers fairly and equitably

#### **Professionalism**

- Meets and maintains standards consistently
- Takes pride in their work
- Takes a positive approach to work
- Maintains confidentiality

## Respect

- Shows respect for people at all levels
- Is courteous, polite and considerate to all
- Respects council equipment, premises and property
- Complies with council policies, procedures and guidelines

# 8 Requirements of the Job

#### You must:

 Be a time served trades person or hold an appropriate city and guilds, scotvec or equivalent level qualification in Joinery

# 9 Development

# You must have undertaken or must undertake within a specified period:

- Protecting Children (on-line training module) or equivalent
- Data Protection (on-line training module) or equivalent
- Asbestos Awareness (on-line training module)
- Specific site induction.