

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.

3 Reporting Relationships
<pre> graph TD A[Senior Team Leader] --> B[Team Leader] B --> C[Chargehand Joiner] C --> D[Joiner] </pre>

4 Outcomes
<p>You will be expected to:</p> <ul style="list-style-type: none"> • 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
<p>You should be able to demonstrate:</p> <ul style="list-style-type: none"> • Safe working practices.

6 Job specific skills and competencies
<p>You are expected to demonstrate knowledge and experience of the:</p> <ul style="list-style-type: none"> • 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.