

Joiner

About Us

Our Mission, Vision and Values

All our roles in Langstane Housing Association are focused on delivering our mission to “provide homes and services that make a positive difference to peoples’ lives”.

About the Role

Department	Property	Location	Aberdeen
Reporting to	DLO Supervisor		
Responsible for	This role has no line management responsibilities		

Role Purpose

The post holder is responsible for being part of a multi-disciplined DLO work team within Property , delivering effective repairs, maintenance, aids and adaptations within the cost and quality parameters of the DLO and ensuring health and safety compliance and best practice.

The post holder will carry out all types of joinery work both internally and externally to meet all regulatory and legislative requirements. To deliver high quality joinery work including new installations, maintenance and remedial works to complete projects to the customer’s satisfaction.

Key Accountabilities

This role profile is intended to provide a general statement of the major tasks and activities of the job. This is not an exhaustive list of all detailed duties. During your employment with us you will be expected to undertake such other duties as may reasonably be required of you and that are broadly consistent with your role.

1.	<p>Carry out all types of joinery works both internally and externally including new installations, maintenance, remedial works and aids and adaptations. To include (but not limited to):</p> <ul style="list-style-type: none"> Undertaking first and second fix joinery work such as installation, repairs and maintenance of doors, doorframes, windows, staircases, cupboards, shelves, skirting boards, boxing in, ironmongery
-----------	---

	<ul style="list-style-type: none"> Repairs and maintenance to floor joists, roof joists, partition walls Carry out fencing work including breaking out and disposing of existing fencing, sourcing materials and plant, installing new fencing and manufacturing timber gates Locksmith works including drilling out locks and repair to locks after gaining access to properties.
2.	Ensure all joinery works are completed to a high quality, are compliant and meet all relevant legislative, H&S and regulatory standards.
3.	Carry out works ancillary to the main joinery work including decoration of gates / external woodwork, installation of shower doors, screens and shower curtain rails, applying sealant around joiner installed fittings such as wet wall and filling and preparing internal woodwork for decoration.
4.	Carry out works ancillary to the main joinery work including decoration of gates / external woodwork, installation of shower doors, screens and shower curtain rails, applying sealant around joiner installed fittings such as wet wall and filling and preparing internal woodwork for decoration.
5.	Operate within a scheduled appointment system to ensure repairs are delivered to target timescales. Plan and organise work in an economical and effective manner, making best use of available time, plant, transport and materials.
6.	Take ownership for each repair, updating the customer with reasons when it is not possible to complete a repair immediately. Communicate with Scheduler / Supervisor to agree arrangements for follow on visits.
7.	Be aware of performance indicators relevant to the role and work to ensure that targets are achieved. Participate in all quality / service improvement initiatives aimed at providing service excellence to customers.
8.	Report back to the office on any non-joinery repairs identified during visits, or any potential future component upgrades required, for instance where a component is beyond economic repair.
9.	Liaise as required with Customer Service Advisors, other areas of the business, other DLO operatives or contractors to ensure work is properly coordinated and necessary works are completed.
10.	Maintain and operate an agreed range of stock and equipment within the provided vehicle and ensure there is suitable stock available to achieve Right First Time targets. Manage materials effectively with regards to minimising waste, choice of specification etc., obtaining best value etc.
11.	Use all necessary joinery tools, plant & equipment associated with the post and the joinery duties to be undertaken. Tools and appropriate training are provided by Langstane, but post holder is responsible for using tools safely, storing securely, carrying out regular visual inspections before use and highlighting any issues with

	tool condition to the Supervisor.
12.	Drive company vehicle in a careful, professional manner and take care of the allocated vehicle by completing daily inspections and weekly cleaning.
13.	Use and maintain provided PPE and corporate workwear. Wear corporate workwear at all times and keep in good condition to a good standard of cleanliness. Corporate workwear will be provided on an agreed frequency.
14.	Undertake individual or corporate training and development as required for your role, Participate in toolbox talks, workplace inspections and H&S audits. Highlight any training needs to the Supervisor.
15.	Use a company issued PDA to carry out the job administration including receiving instructions, accurately completing works orders and general communications. Maintain all necessary paperwork in relation to the role including accurately completing timesheets.
16.	Carry out all duties in accordance with relevant risk assessments and method statements and work in a way that minimises risk to yourself, customers and members of the public. Where necessary, carry out dynamic risk assessments before starting work. Report accidents and near misses in accordance with procedures and contribute to accident / near miss investigations to ensure continuous improvement of H&S of the DLO service. Report any H&S concerns to the Supervisor.
17.	Carry out alternative duties as and when required including assisting other operatives, attending master key access visits etc.

About You

Criteria	Essential	Desirable
Qualifications / Training / Experience	<p>A recognised apprenticeship. SCQF level 6 joinery or equivalent – 3 years post qualification experience.</p> <p>Current Construction Skills Certificate Scheme (CSCS) Card and knowledge of health and safety legislation.</p> <p>UKATA Asbestos Awareness training.</p> <p>Experience of maintenance and/or capital works in a multi-trade environment to include:</p> <ul style="list-style-type: none"> ○ Undertaking first fix works such as installation, repairs and maintenance of roof / floor joists and partitions ○ Undertaking first and second fix joinery work such as installation, repairs and maintenance of doors, doorframes, windows (including some specialist repairs such as regearing and window mechanisms), staircases, cupboards, shelves, skirting boards, boxing in, ironmongery <p>Experience of using tools such as saws, chisels, planes, hammers, mallets, power tools.</p> <p>Experience of lone working.</p> <p>Experience of working in occupied properties.</p> <p>Experience of delivering customer focussed repairs service</p>	<p>PASMA tower scaffold certification and IPAF mobile platform training.</p> <p>Paslode end user trained</p>
Skills / Knowledge	<p>Practical knowledge of COSHH.</p> <p>Comfortable with IT and using equipment such as PDA, tablet and PC</p> <p>Knowledge and competence of gaining forced access to properties by means of lock boring</p> <p>Knowledge and competence in window and door repairs and installations</p> <p>Knowledge of construction materials,</p>	<p>Knowledge of current building regulations</p>

Criteria	Essential	Desirable
	techniques and practices for all activities commensurate with the post	
Personal Qualities / Our Values	Our Values: <ul style="list-style-type: none"> • Valuing People • Relying on Teamwork • Aiming High: Attention to detail • Prudent financial managers • Open & accountable • Move with the times 	
Other Requirements	Current valid driving licence.	