**Gravesham Borough Council**

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| Division: | Operational Services |
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| Department: | DSO Building Management |
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| Section: | Responsive Repairs |
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| Post Title: | Apprentice Site Carpenter |
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| Salary: | £12,347 |
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| Hours: | 37 per week, working 5 days Monday to Friday |

**Job Description**

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop as working practices change in order to meet the demands of the service, new legislation or policies of the council. It is expected the post holder will contribute to and assist in the development of such changes

**Job summary**

This is a training position to become a fully qualified Tradesperson.

Assisting a qualified Carpenter, you will be trained to gain the skills and technical abilities to undertake Carpentry installations to the standards required by Gravesham Borough Council.

**Job activities**

To assist qualified craft person with the following duties:

1. The ability to carry out all aspects of Carpentry work on maintenance, repairs, refurbishment and capital projects to Council properties.
2. The safe driving and loading of vehicles. (Driving licence desirable)
3. To renew, maintain and repair all elements of Carpentry and PVC installations.
4. To be fully conversant with all materials used in the Carpentry industry.
5. To be able to converse and liaise with other employees of various trades, customers, managers, caretakers etc
6. To carry out jobs according to instruction.
7. To ensure that work is carried out in accordance with all Health and Safety at Work regulations and codes of practice, including wearing protective clothing as supplied, and to attend training as requested.
8. To maintain a professional and cordial relationship with tenants whose homes are visited
9. To ensure all rubbish and waste is cleared away and disposed of correctly.

**General**

To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.

To participate as required in the Council’s Emergency Planning Operations which may involve duties outside the post holder’s normal job description and contracted hours.  In the event that an incident has occurred which disrupts the council’s ability to deliver it’s critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder’s competencies in other departments and/or at other locations.

A commitment and contribution to the Council’s Equal Opportunities Policy is an essential requirement of the post.

The post holder will carry out all duties and activities having regard to the provisions of the Health and Safety at Work Act 1974, and in accordance with any instructions from senior members of staff under that Act or any Council or Departmental Codes of Practice or Procedures.

The post holder must ensure that data quality and integrity is maintained and that data is processed in accordance with council policy, the Data Protection Act, the Freedom of Information Act and other legislation

The post holder will comply with Statute and Council Policy in all respects.

An awareness and commitment to section 17 which places a statutory duty on police and local authorities to work in partnership to reduce crime and promote community safety. It is also required that community safety is to be a thread running through all functions of the LA

A commitment to excellent customer service and the values of the Council

**PERSON SPECIFICATION**

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| Characteristic | Specification | |
|  | ESSENTIAL | DESIRABLE |
| **SKILLS/ABILITIES** (Specific skills and abilities required to undertake the duties) | Ability to work as part of a team.  Ability to communicate clearly, confidently, and politely.  Ability to respond effectively to instructions from workplace supervisory/mentors  Good customer service skills. |  |
| **KNOWLEDGE** (Particular knowledge which will be necessary to perform the work effectively, e.g. of specific legislation or regulations) | To have an interest in the relevant trade. | Part qualified or have already started studies. |
| **QUALIFICATION** **TRAINING** | Educated to minimum level 4 GCSE in Math’s & English or equivalent | Entry level qualification in relevant trade. |
| **EXPERIENCE** | Experience of dealing with the public. | Relevant work experience. |
| **QUALITIES** (Particular qualities necessary to carry out the works, e.g. ability to work under pressure or work co-operatively in a team) | Good team player.  Enthusiastic.  Reliable and punctual. | Driving License |
| **SPECIAL CONDITIONS** (e.g. willingness to work unsocial hours or wear a uniform) | Must be able to meet the physical requirements of the role- including bending, lifting heavy objects, working at heights and in confined spaces.  Must wear a uniform and correct PPE.    Is comfortable working at heights/ ladder work.    Commitment to equal opportunities  Some outside work is required in all weather conditions.  Willingness to update skills and attend training courses. |  |