



Ipswich Borough Council Job Description: **G28**

Craft Operative Carpenter / UPVc

Main Purpose of Job

To effectively work on own initiative or within a team of operatives diagnosing faults and rectifying as required or renewing to leave general fabric of property in a sound condition. In doing so carrying out a wide range of duties connected with the repair, renew and maintenance of council owned properties in an efficient, effective and customer focused manner.

Main Duties

1. Physical activities including lifting, bending, climbing, walking etc connected with building maintenance. The possession of good vision and hearing is mandatory as some of the work carried out is on or near the highway and the employee could be at risk without these senses.
2. Responsible for carrying out a range of duties connected with the repair and maintenance of Council owned properties. Following instructions given by IB Contracts management team, attending pre planned appointments promptly, multi-tasking where appropriate, planning and organising daily work, accepting responsibility for technical decisions whilst on site, organising and managing materials required, reading, keeping records, handing in job records daily, and following administrative procedures as directed.
3. Driving vehicles and operating plant and equipment associated with building maintenance and new construction. Keeping vehicles and plant clean and in good working order and reporting defects daily.
4. Working to a high quality standard ensuring high quality workmanship and maintaining an acceptable level of productivity commensurate with earnings.
5. The use of new IT technology as required ensuring the delivery of goals and objectives as set within contract specification.
6. Carry out duties, which require possession of a reasonable standard of numeracy and literacy (as the job requires the employee to complete time

sheets and claim forms, keeping records and to fulfil statutory checks as required). Ability to adapt to changing working environments and work patterns as deemed necessary to meet strategic goals of the service area.

7. Represent IB Contracts in a manner conducive with the standards expected, including the carrying of an identity card and wearing of the uniform supplied. Communication with customers, IB Contracts management team and members of the public in a polite manner placing the highest possible emphasis on customer care. Encouraging customer involvement and feedback.
8. Responsible for maintaining health, safety and welfare of self, other employees and members of the public ensuring adherence to safe working practices and environmental procedures. Including attendance of bi-monthly team meetings to discuss operational issues and Health and Safety updates (Tool box talks).

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



Job Title: Carpenter (G28)

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESMENT
Qualifications	<p>Minimum of a City and Guilds Craft/advanced Certificate or equivalent in relevant craft qualification.</p> <p>Educated to GCSE Grade C and above standard or equivalent in English and Mathematics</p>	<p>Health and Safety Qualification</p> <ul style="list-style-type: none"> • Asbestos Awareness • Manual Handling <p>Mutli-skilled</p>	<p>Application Form and sight of documents</p>
Relevant experience	<p>Relevant experience of craft trade i.e. carpentry, glazing, upvc works</p>	<p>Experience of working for a Local Authority</p> <p>Previous experience of working in a similar role</p>	<p>Application Form and Interview</p>
Specialist knowledge	<p>Relevant Health and Safety awareness, such as ensuring adherence to safe working practices and environmental procedures</p>		<p>Application Form and Interview</p>

<p>Personal skills</p>	<p>Ability to plan and organise daily work</p> <p>Ability to work as a team member and also on own initiative</p> <p>Ability to record accurate information (eg timesheets, claim forms). Keeping records and fulfilling statutory checks.</p> <p>Good customer care skills</p> <p>Ability to deal with other people in a respectful and positive manner at all times</p> <p>Adaptability to communicate clearly and effectively both verbally and in writing</p> <p>Ability to carry out manual tasks such as considerable lifting, bending, climbing and walking.</p>		<p>Interview</p>
<p>Special working conditions</p>	<p>Valid Driving Licence</p> <p>Due to the nature of this post the applicant should be physically fit with good sensory abilities</p>		<p>Application form and Interview</p>