

JOB DESCRIPTION

Job Title: **Joiner**

RESPONSIBLE TO: **Senior Technical Officer**

AUTHORITY: Financial Procedures Policy

PRINCIPAL FUNCTIONS

- Provide a Maintenance Service for the Association.
- Assist in providing and controlling all aspects of Association activity to deliver an effective Maintenance Service, including a life cycle Planned Maintenance and Refurbishment programme and Reactive Repairs.
- Assist in providing a quality and cost effective Maintenance Service ensuring compliance with all relevant legislation and best practice.

MAINTENANCE SERVICE

- To carry out reactive and lifecycle repairs as directed by Technical Officers in accordance with all relevant drawings, specifications and preambles prepared for the purpose, legislation and best practice.
- Carry out essential estate maintenance including but not limited to:
 - General maintenance tasks working on
 - Ironmongery, glazing, roofing, cladding, doors and windows
 - Gardens, paths, fencing and gates
 - Kitchen units, floors, insulation and finishings
 - Completing re-let repairs within set timescales to ensure prompt turnaround of void properties.
 - Carry out pre "Walk in" surveys, and post "Walk out" surveys as required, including completion of appropriate reports.
 - Completing energy improvement works such as insulation upgrades to floors, walls and ceilings.
 - General lifecycle maintenance tasks including regular inspections and monitoring of common areas.

PLANNING AND CONTROL OF MAINTENANCE

- Inspect and assess work for reactive repairs as necessary, including, as required, outwith normal working hours. Assist the Technical Officers in achieving the Association's Performance Targets for maintenance.
- Where necessary carry out repairs appropriate to the post holder's skills and experience.

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- Liaise with Housing Management staff to minimise rent loss through timeous implementation of re-lets improvements and maintenance, including disconnection and reconnection of services and appliances and any other related tasks.
- Ensure that no works are carried out on properties which may impair the Association's ability to seek redress against contractors, consultants or other parties involved in the development of those properties.
- Contribute to the development and implementation of strategies to consult and obtain feedback from tenants about all aspects of the Maintenance Service.
- Assist the Technical Officer in preparing, monitoring and complying with Life Cycle and Reactive Maintenance budgets.

QUALITY AND COST EFFECTIVE MAINTENANCE SERVICE

- Maintain a log and diary of visits to maintenance work sites and produce written reports for the Technical Officer.
- Ensure the quality of the Maintenance Service by undertaking pre and post job inspections and audits, including completion of appropriate reports.
- Assist the Technical Officer in undertaking stock condition surveys and preparing specifications for planned maintenance, including the input of computer data.

MANAGEMENT

- Establish and maintain effective links with other sections, outside agencies and statutory bodies.
- Provide technical advice and support to Staff, as required.

GENERAL

- Ensure that any Association vehicle provided is regularly maintained and kept in a clean and operable condition.
- Ensure that any Association tools and equipment provided are kept in a clean and operable condition.
- Follow and promote the Association's Equal Opportunities Policy as it relates to the carrying out of all duties attached to the post.
- Implement the Association's Health and Safety at Work Policy as it relates to the carrying out of all duties attached to the post.

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- To generate and provide risk assessments including method statements for implementation of safe working procedures.
- To undertake job-related training as necessary.
- To update job procedure files as required
- Make full use of new technology for all appropriate tasks.
- To comply fully with the Association's Standing Orders and Procedures.
- To liaise closely with other members of staff
- To undertake other appropriate work, within the scope of the Post, as agreed with the Technical Officer.
- Due to the wide spread of properties, extensive travel throughout the Islands will be necessary
- Normal hours of work are 40 hours per week, Monday to Friday inclusive.

JOB LOCATION

The Post-holder will be located in the Association's offices in Lerwick, or such other Association premises as may be required, but shall be required to travel to undertake the duties required of the post.

This job description will be reviewed at least once annually or otherwise at the request of the Post-holder or the Director.