NHS TAYSIDE – AGENDA FOR CHANGE

JOB DESCRIPTION

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| 1. JOB IDENTIFICATION | Job Title | Joiner |
| Department(s)/Location | Estates Department |
| Number of job holders | 14 |
| JOB PURPOSE The Post Holder will act as a fully trained Joiner to provide Joinery Services to meet the needs of the Service.  To Install, Repair and Maintain Building Structures and Fixtures to a high standard within all Property’s of the Organisation in order that they can carry out their intended purpose safely, and to contribute to the maintenance of the Building Fabric within the Organisation. | | |
| ORGANISATIONAL POSITION Maintenance Supervisor  ↨  Maintenance Charge-hand  ↨  **Joiner** --- Outside Contractor  ↨  Maintenance Assistant | | |
| SCOPE AND RANGE To perform work including activities that may be demanding and/or non-routine.  Responsible for Repair and Maintenance of Structures and Fixtures (Fire Doors, Door Closers, Handles, Hinges, Locks, Slip Bolts, Storm Damaged Doors and Windows, Ceiling Tiles, Window Vents, Broken Windows, Wall Damage). | | |
| 5. MAIN DUTIES/RESPONSIBILITIES  * To undertake essential repair work and general maintenance activities under the instruction of the Maintenance Supervisor or Charge-hand. * To work in Hazardous areas taking all Safety measures to prevent Danger, Avoid Injury, and Prevent Damage to Equipment. * To participate in the operation and control of Building Planned Maintenance Schemes, and the Management Control System (Job Dockets). * To liaise with the Maintenance Supervisor and Charge-hand regarding plant or equipment failures and to request supply of goods and/or services as necessary. * To carry out Planned Preventative Maintenance, Inspection, and Testing in accordance with agreed procedures and relevant HTM`s. * To complete all report sheets, test certificates and Log Books as necessary. * To undertake Testing and General Inspections of Woodworking Machinery. * To follow detailed Building drawings and Manufacturers Specifications with reference to the Maintenance Supervisor when necessary. * To use all relevant tools and equipment within safety guidelines as necessary for the completion of works. * To carry Communication Devices (Mobile Phone and/or Two way Radios) to facilitate immediate response to Emergences. * To erect and use Access and Restraint Equipment safely and effectively. * To Take Site Sizes, Draw-out Timber, Set out, Carry out Cutting and Machine work, Assemble and Install. * Follow policies, procedures HTM`s, statutory guidelines, and codes of practice as relevant and propose changes to working practices for own work area. * Take active part in an On-Call Rota to provide an out of hours emergency service to respond to emergency call outs if and as required within the department * Carry out minor alterations and improvement schemes working from drawings and verbal instructions to include:   - Constructing and assembling internal partitions, door openings and window openings.  - Monitor and advise Supervisor regarding timber stock levels.  - Make/repair locks (drug cupboards) etc.  - Security locking systems.   * Assist in asbestos surveys | | |
| COMMUNICATIONS AND RELATIONSHIPS  * Ability to Understand and Communicate technical information. * Ability to work unsupervised or as part of a team while fostering positive co-operative relationships with other estates groups and departments. * Good Communication Skills. * To project a positive and professional manner and attitude at all times. * To be adaptable to change within the organization. * Energetic, dynamic and positive approach to challenging situations. * Self motivated, flexible, adaptable and innovative. * To provide Training, Technical Advice and Support to Apprentices, Trainees and Maintenance Assistants. * To be responsible for the supervision of Apprentices, Trainees and Maintenance Assistants while working with them. * To Liaise with and Assist specialist Contractors. | | |
| KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB Recognized and registered EITB or CITB (or equivalent) craft apprenticeship.  Plus  City and Guilds S85 Certificate in Carpentry and Joinery.  Or  Provision & Use Of Work Equipment 1998 (PUWER) + Code of Practice (Woodworking ACOP)  Or  Equivalent Approved Qualification, or in special circumstances equivalent experience.  And  Experience and Training, which will be appropriate to satisfy the necessary academic standards, required.  Experience and training, which will be appropriate to satisfy the necessary academic standards, required to include:-   * Workshop Woodcutting Machinery, Hand Power Tools (after appropriate training). * Training in Lifting and Handling, CPR Training, Fire Safety, Asbestos Awareness, Confined Spaces, Restraint Systems, Scaffolding Erection, elevated platform and Safety at Work (after appropriate training). * To attend training establishments/on the job training as necessary. * To have training and knowledge of own trade to a high level of skill and experience that will enable delivery of a constant and consistent high standard of work. * Have knowledge of the skills of the other trades of the department. | | |

ESSENTIAL ADDITIONAL INFORMATION

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| 1. SYSTEMS AND EQUIPMENT  **Responsibility for Records Management** All records created in the course of the business of NHS Tayside are corporate records and are public records under the terms of the Public Records (Scotland) Act 2011. This includes email messages and other electronic records. It is your responsibility to ensure that you keep appropriate records of your work in NHS Tayside and manage those records in keeping with the NHS Tayside Records Management Policy and with any guidance produced by NHS Tayside specific to your employment.   * Complex Systems: - Setting Woodcutting Machinery, Measuring and Drawing-out Timber, Electrical\Mechanical Digital Locks. * Repair and Maintain using relevant Tools and Equipment Existing Structures and Fixtures: - Fire Doors, Door Closers, Handles, Hinges, Locks, Slip Bolts, Storm Damaged Doors and Windows, Ceiling Tiles, Window Vents, Broken Windows, Wall Damage, Erecting Furniture, Insulating Roof/Wall Spaces, Wall protection systems, repairs to furniture, blinds, bed cubicle rails. * Installation and repair of general fixtures and fittings. * Install and Commission New Equipment and Fixtures as required: - Replacement Ceiling Tiles, Shelving, Notice boards, and Locks. |
| PHYSICAL DEMANDS OF THE JOB  * Periods of Intense Physical Effort: - Replacing Plaster Ceiling Tiles at High Level, Lifting and Hanging of Doors, Lifting and Handling of Timber Battens, Worktops, and Plywood and Plasterboard Sheets, Erection of Scaffolding. * Periods of Mental Effort: - Measurement and Drawing-out of Timber Setting up of Woodcutting Machinery, Accurate and Safe use of Woodcutting Machinery. * Periods of Emotional Effort: - Working in all Ward Areas (including low security Forensic) having Contact with Mentally ill, terminally ill and isolated Patients. * Working in Confined Spaces: - Working in and around Ducting and Pipe work, Plant rooms, Roof Spaces, Voids, Floor Ducts and Crawl Spaces. * Working in Hazardous Areas:- Working at Heights, Using and Cleaning Woodcutting Machinery, Fitting Insulation. * Working in Dusty/Dirty/High/Low Temperature Areas: - Joiners Workshop, Working in Plant rooms, Roof and Crawl Spaces. |
| DECISIONS AND JUDGEMENTS Apply skills judgement and experience to plan and organise own workload and prioritise solutions which will minimise hazards to patients, staff, visitors and themselves within the properties of the Organization.  Operate Unsupervised and use own Initiative to establish the performance or other attributes of Structures and Fixtures and to Determine Remedial Action/Spares required.  During an emergency call out assess and take appropriate action to prevent injury on building fabric damage and determine assistance required. |
| MOST CHALLENGING/DIFFICULT PARTS OF THE JOB Keeping up to date with changes to Building Practices and Materials through Training and Personal Development.  Adapting and Developing Parts to complete a job when Original Parts Obsolete/Unavailable.  Determining most appropriate action required to successfully resolve failure in a call out situation. |
| JOB DESCRIPTION AGREEMENT The job description will need to be signed off using the attached sheet by each postholder to whom the job  description applies. |

**JOB DESCRIPTION AND ESSENTIAL ADDITIONAL INFORMATION FORM – SIGNATURE OF AGREEMENT**

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| **Post Title** | Joiner |
| **Reference Number** |  |

The attached job description and essential additional information will be used as part of the Agenda for Change assimilation exercise and therefore the job matching panel may wish to seek further clarification on any issues contained within the documents. **Should this be necessary please identify an appropriate Manager and Post holder representative who can be contacted to provide this clarification. (This may be one of the undernoted post holders or a staff side representative who has been involved in agreeing the job description)**

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| **Responsible Manager** | Garry Johnstone |
| **Contact No.** | 32405 |
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| **Post holder Representative** |  |
| **Contact No.** |  |

Changed band to Robert Harvie