

Role Description & Person Specification

Joiner - Department of Infrastructure Shared Services Division

General Job Title:	Craftsman Joiner
Department:	Infrastructure
Division:	Shared Services
Section:	Facilities Management
Responsible to:	Multi-Trade Foreman
Grade:	Skill Zone 3 plus Market Rating

What will you do?

The Facilities Management service manages the maintenance and refurbishment of a range of buildings across the Government property portfolio, enabling the delivery of customer services to the public.

The IOM Government's property portfolio is very wide ranging and includes

Educational Establishments	Sports Facilities	Health Buildings
Entertainment Facilities	Primary Care Buildings	Social Care Buildings
General Office Accommodation	Justice Facilities	Utility Buildings

As part of a team the post holder is responsible for Joinery Services within the whole of this property portfolio. This will include, but is not limited to:

- first & second fix construction,
- workshop production and assembly,
- general maintenance, repair and service including associated hardware,

What does that involve?

The post holder will be expected to:

Perform work including activities which are complex and / or non-routine and to work as a member of a multi-tasking maintenance team.

Undertake maintenance repairs, minor improvements and capital work across the Department's property portfolio throughout the island or any other property for which PEH is responsible as directed by management ensuring compliance with Shared Services safety standards and procedures.

As and where appropriate, Maintenance Craftsmen will be progressively suitably trained to acquire elements of other skills with the intention of reaching levels of flexibility and competence to enable work across the full range of maintenance and installation duties.

Ensure positive participation in Health and Safety standards and policies adhered to by the department, including statutory regulations.

Out of hours working will be required, this will be approved by supervisors in the event of emergencies, project completions and customer needs.

Perform other job-related duties as required.

Budget Responsibilities

- Order Materials in conjunction with supervisors.
- Use order cards in compliance with government regulations.

Responsibilities and Governance

- The post holder will ensure all risk assessments are in place and fit for purpose for all jobs.
- Develop method statements as and when required giving guidance to craftsmen and contractors.
- Understand and work in accordance with the requirements of PEH documentation.
- To understand the working of the joinery workshop and associated housekeeping and maintenance regimes.
- To maintain consistently high professional standards.
- To liaise with the Facilities Helpdesk and supervisors in maintenance requests.
- Be self-motivated and work on his / her own without direct supervision.
- Assist in a wide range of work of other crafts.
- Manufacture, assemble, erect and install new work.
- Carry out repairs, maintain and efficiently operate plant and equipment.
- Safely use all relevant tools and equipment.
- Ensure full co-operation between the various grades of craft staff.
- Participate in Quality System of working as requested.
- Actively participate in the operation of the Computer Aided Facilities Maintenance system (Concerto) by working within the software including completion of all required documentation in paper and electronic format.
- Work overtime to carry out emergency repairs as required by management.
- Be prepared to undertake on-call as part of the team rota to ensure that emergency repairs occurring out of normal hours are attended to as requested.
- Carry radio/PDA/telephone/communication tool to provide response to any incident that the Supervisors may wish to redirect the post holder to in any emergency situation

Training

- This post requires continual technical development. The successful candidate will be required to undertake both formal and continued technical development.
- Undertake training in new techniques when appropriate, this may require off island travel.

Competencies

See table below.

This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the written statement of the main terms and condition of employment.

The contents may be amended from time to time subject to developing service needs although such amendments would occur following appropriate consultation with the post holder.

Overview	To contribute to the delivery of a comprehensive facilities management service for internal clients of IOMG. Job Title for example: Plumber Joiner Electrician
Key Work Functions	To contribute to the delivery of:- PPM Reactive Improvement/Project Managing Contractors Safety Team Working In accordance with KPI's and specific JD.
Knowledge & Skills	Experienced in specialist tasks that are part of being competent persons for basic safety and statutory compliance.
Training & Qualifications	Trade dependant Water Safety & Legionella awareness. Gas Safety in kitchens & school labs awareness. Electrical T&I Safety in hazardous environments Awareness.
Contacts & Communication	Leads day to day liaison with facility occupants. Keeps occupants verbally aware of safety and statutory compliance outcomes.
Problem Solving	Applies raised competence to identifying solution.
Decision Making	Applies raised competence to decision making.
Autonomy	Applies raised competence to autonomy as assigned.
Management of Resources and Staff	Takes a day to day lead on site work within their specialist area.
Impact	Uses their raised skills to assist with improved service delivery.
Physical Effort & Dexterity	Takes a day to day lead on ensuring risk assessments and safe systems of work are complied with within their specialist area.
Working Conditions	Takes a day to day lead on working to safe systems of work and carrying out environmental risk assessments within their specialist area.

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
City and Guilds or Level 3 Certificate in Joinery	E	CV/Pre-employment Checks
Joinery Apprenticeship	E	CV
Risk Assessment Qualification / Training	D	CV
Proven record of employment in joinery work	E	CV/Interview
Has open conversations	E	Interview
Addresses the issues	E	Interview
Build supportive relationships	E	Interview
Is professional and credible	E	Interview
Capability		
Clear and fluent in oral and written communications	E	CV/Interview
Good organisational skills; to work without direct supervision and to be accountable for your own professional actions.	E	CV/Interview
Adaptable to change.	E	CV/Interview
Good skills in Microsoft Office & Windows	D	CV/Interview
Demonstrate determination and accuracy in work	E	CV/Interview
Flexible approach to On Call/overtime/emergency working	E	CV/Interview
Ability to work to a high standard and to achieve set deadlines.	E	CV/Interview
Ability and willingness to work at height using ladders or scaffold	E	CV/Interview
Ability and willingness to work in confined spaces	E	CV/Interview
Ability to work on MEWP	D	CV/Interview
Future focused	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
Character		
Be able to make decisions and prepared to act on own initiative	E	CV/Interview
Ability to work in a team or independently	E	CV/Interview
Trusts and is trusted	E	Interview
Has positive energy and drive	E	Interview
Inspires, motivates and empowers	E	Interview
Other requirements		
Isle of Man Worker	D	Application
Full, valid driving licence	E	Pre-employment Checks
Physically able to undertake requirements of the role	E	Pre-employment Checks
Satisfactory Police Check	E	Pre-employment Checks