

# **Rykneld Homes Ltd.**

## **Job Description**

**Division:** Property Services                      **Service:** Trade Operative  
**Post:** Multi Skilled Joiner  
**Post Number:** RH154  
**Responsible To:** Supervisor  
**Subordinates:** None

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### **Key Accountability**

Will work as part of a voids team to effectively and efficiently complete works bringing the property up to lettable standard. You will therefore be required to undertake tasks beyond those limited to Joinery works, for example must be able to 1st and 2nd fix plumbing works to kitchens and bathrooms, complete tiling etc. You will be expected to work on both tenanted and void properties.

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### **Main Duties and Responsibilities**

- To undertake joinery work across the range of properties that are maintained and managed by Rykneld Homes Ltd.
- To overhaul/repair and maintain wooden, composite and UPVC doors, door frames, windows, window frames etc.
- To repair / renew internal doors
- To reglaze properties as and when required
- To secure properties by boarding up as and when required including replacing door locks when necessary
- To replace timber floors, skirting boards and architraves
- To repair and/or renew garden fences and gates
- To ensure that all aspects of Health and Safety regulations are adhered to at all times
- To comply with any Risk Assessment, Method Statement or Safe System of Work
- To work with the I.T.Systems in place via PDA – Tablet mobile working
- To undertake relevant training and development activities as required by the post. This includes non licensed asbestos removal training.

- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

**Key Contacts**

Supervisor, colleagues and tenants

## Person Specification

<b>Personal Skills/ Characteristics</b>	<b>Essential</b>	<b>Desirable</b>
<b><u>Experience</u></b>		
At least two years experience of working in the trade	✓	
Previous experience of working within the Social Housing sector		✓
Previous experience of working at heights using ladders, scaffolding and in confined spaces and in a variety of work conditions.	✓	
<b><u>Qualifications and Training</u></b>		
Apprenticeship through NVQ / City & Guilds; or equivalent experience as a time served Joiner	✓	
<b><u>Special Skills and Knowledge</u></b>		
Excellent communication skills at all levels and the ability to establish and maintain good customer/client relationships.	✓	
Ability to use Mobile Working technology.		✓
<b><u>Personal Qualities</u></b>		
Ability to work with minimum supervision both lone working and as part of a team.	✓	
Excellent time management skills and the ability to work to deadlines	✓	
<b><u>Special Role Requirements</u></b>		
A requirement to work some unsociable hours if required to provide late appointments or Saturday mornings	✓	

### Equalities Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be taken into account by the shortlisting manager.