



## **Job Description and Person Specification**

### **Job details**

Job title: Workshop Operative

Grade: OM4 - £29,269 - £30,296

Reports to: Workshop Team Leader

Responsible for: N/A

Directorate and Service area: Adults, Health and Housing – Housing Property Services

### **Purpose of the job**

- To undertake carpentry/joinery works for the repair and refurbishment work to the Council's Housing stock and other areas of the council as required.
- Provide a high-level professional service to aid colleagues in the efficient delivery of their provision.

### **Principal responsibilities**

1. To carry out carpentry work as per works orders specification.
2. To complete works orders recording appropriate schedule of rates.
3. Be fully competent and qualified in the use of Workshop machines; Surface Planer, Thickness Planer, Circular Saw, Crosscut Saw, Vertical Spindle Moulder, Single End Tenoner, Chisel Mortiser and any other machines needed to carry out the role.
4. Where required visit site to plan jobs and attend site to install, ensuring a start to finish service for the customer.
5. On occasion assist with the delivering of goods and materials to operatives on site as required to improve productivity.
6. To comply with the instructions in the Drivers Manual when using Council provided transport.
7. Receipt of materials delivered to the Workshop, checking quantity and quality of goods. Ensuring accurate deliveries and escalate any issues to Workshop Team Leader.
8. Assisting in the offloading/loading of deliveries, both manually and using a tele-lever load

9. Issuing of materials and equipment from the Workshop and Plant Store to operatives, ensuing accurate records are maintained.
10. Ensuring all documentation is processed accurately and proficiently.
11. To assist with regular stock checks as required.
12. To comply with safe working practices and adhere to the Council's Health, Safety and Wellbeing policy.
13. Assist with the regular cleaning and maintenance of all machinery within the workshop.
14. General housekeeping to ensure the Workshop area is free from hazards, tidy and kept in order.
15. To assist with the general housekeeping duties around the yard in partnership with the Stores Assistants.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



**North  
Northamptonshire  
Council**

## Person Specification

<b>Attributes</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
Education, Qualifications and Training	<p>City &amp; Guilds Craft or NVQ Level 2.</p> <p>Competent and qualified in the operation of: Surface Planer, Thickness Planer, Circular Saw, Crosscut Saw, Vertical Spindle Moulder, Single End Tenoner, Chisel Mortiser and any other machines needed to carry out the role</p>	<p>City &amp; Guilds Advanced Craft or NVQ Level 3.</p> <p>Knowledge of Health and Safety requirements such as manual handling</p>
Experience and Knowledge	<p>Carpentry / Joinery experience both on site and in a workshop environment</p>	
Ability and Skills	<p>Full UK driving licence</p> <p>A commitment to providing excellent customer service – being responsive, flexible, and dedicated to ‘getting it right first time’.</p> <p>A dedication to being your best at all times – being professional, pro-active and open to new ways of working.</p> <p>An enthusiasm for team working – being collaborative, innovative and showing support and respect for colleagues.</p>	<p>General knowledge of other trades.</p> <p>Operate a Scissor lift or be willing to undertake training</p>

Attributes	Essential criteria	Desirable criteria
	<p>Ability to deal with people such as Trade Operatives/ Suppliers/Delivery Staff.</p> <p>Ability to use Microsoft Office and in-house IT systems</p> <p>Ability to record data and information accurately both electronically and manually.</p> <p>Methodical and an exact approach to any task</p> <p>Forklift Licence or be willing to undertake training.</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	<p>Ability to carry out the physical requirements of the role, i.e. bending, lifting, carrying</p> <p>Willing to work outside normal office hours as necessary.</p> <p>Prepared to undertake training as required</p>	