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## **Plymouth Community Homes**

### **JOB DESCRIPTION**

- POSITION:** Apprentice Carpenter
- RESPONSIBLE TO:** Area Repairs Manager
- LOCATION:** A location within the company's operational area

### **SUMMARY OF ROLE**

Carrying out a wide variety of responsive & planned repairs and maintenance within the building section.

### **KEY TASKS**

1. To carry out a wide range of high quality repairs to domestic dwellings predominately developing Carpentry skills with a view to developing other trade skills.
2. Attend City College Plymouth and complete the learning agreement required for successful completion of a work based wood occupations apprenticeship
3. Responsible for keeping work area tidy and free from waste materials
4. Ensure that properties are left in a clean and tidy condition
5. Observe all relevant health and safety regulations and Plymouth Community Homes policies
6. To attend meetings, training sessions and conferences as required

The post holder must also undertake other duties, appropriate to the grading of the post, as required.

**Plymouth Community Homes**  
**PERSON SPECIFICATION**  
Apprentice Carpenter

<b>Requirement</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		Work experience in a construction environment.
<b>Knowledge</b>		<p>Awareness of health and safety issues associated with the construction industry.</p> <p>Awareness of Equal Opportunities including the nature of discrimination in employment.</p>
<b>Skills / Abilities</b>	<p>Good interpersonal skills and communication skills.</p> <p>Ability to work outside normal hours on occasions to assist with emergencies after the first year of apprenticeship</p> <p>Ability to work in different weather conditions.</p> <p>Ability to keep working areas tidy.</p> <p>Ability to develop and maintain good relationships with colleagues, Trade Unions, staff and other organisations.</p> <p>Ability to work within Corporate Policies.</p>	
<b>Qualifications</b>	<p>Pass the college entrance skills test.</p> <p>To have a full driving licence by the third year of the apprenticeship.</p>	

<b>Physical Requirements</b>	Ability to undertake manual handling activities.  Ability to work in confined spaces, climb scaffolding and ladders and access various sites.	Ability to use/maintain hand tools.
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**Note:** Plymouth Community Homes is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfill the criteria for, and undertake the duties, of its jobs.

## **GENERAL RESPONSIBILITIES**

### **1. Confidentiality**

The post holder must maintain confidentiality of information about staff and residents and Plymouth Community Homes and Plymouth Community Homes Services business and be aware of the Data Protection Act 1998.

### **2. Standards of Business Conduct**

Plymouth Community Homes and Plymouth Community Homes Services expect all employees to maintain the highest standards of personal and business conduct at all times. Plymouth Community Homes and Plymouth Community Homes Services staff handbook sets out the Plymouth Community Homes and Plymouth Community Homes Services expectations under sections: Code of Conduct and Declaration of Interests, copies are available from the Human Resources Department at Plumer House.

### **3. Health & Safety**

The Post holder should be aware of the responsibility placed on employees under the Health & Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to maintain a safe environment.

### **4. Equal & Diversity**

Plymouth Community Homes and Plymouth Community Homes Services is opposed to direct and indirect discrimination and aims to promote equal opportunities throughout Plymouth Community Homes and Plymouth Community Homes Services. Any employee of Plymouth Community Homes and Plymouth Community Homes Services is required to treat all colleagues, customers, stakeholders and partners equally, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

All employees must abide by these principles and comply with PCH policies and strategies in support of these principles which may be issued from time to time by PCH.

## **5. Training and Development**

To attend appropriate training courses and supervision meetings as required.

## **6. Communication**

To attend staff and team meetings.

## **7. Risk Management**

Consider and follow the Plymouth Community Homes Risk Management processes when participating in service planning and delivery.

## **PURPOSE OF A JOB DESCRIPTION**

This is a description of the job as it is presently constituted. Job descriptions are reviewed and updated when considered necessary to reflect any changes to the job being done and to incorporate changes. Employees will be consulted on any changes in their job description in a meeting with their line manager. If agreement is not possible Plymouth Community Homes and Plymouth Community Homes Services reserves the right to insist on changes by adding to, taking away or substituting duties; provided that in doing so we do not change the fundamental nature of the post.