

JOB DESCRIPTION

Joiner

As a Joiner within our Facilities Team, you will be responsible for carrying out repairs, maintenance and refurbishment work. You will also be required to support other operating units as necessary and this will involve various construction activities including production, quality, safety and client liaison.

In this role, you will be responsible to the Facilities Operational Director.

Our Core Values

At Meldrum, we place real importance on recruiting the right person for the right role. Our Core Values govern the culture and behaviours we expect all of our employees to personify.



Integrity

Being honest and having strong consistent moral and ethical standards combined with mutually beneficial colleague relationships in order to drive positive behaviour and culture. Respect and trusting in each other's ability to do our job well, being accountable for our own actions and therefore being part of a successful team.



Pride & passion

Placing a high importance on the value of the positive contribution each of us makes to the Organisation and the strength of commitment to do so.



Quality

Providing a level of service in line with our Quality, Environment Management Safety System (QEMS) and Best Practice.



Innovation

New methods of working which drives efficient behaviours and Continuous Improvement.

Key Responsibilities

This will include, but not limited to, the following duties:

- Attend site following reactive repair orders, determine the nature of the works including fault finding and undertake works to rectify the problem.
- Communicate effectively with the clients site team and Meldrum's back-office team to ensure that the live status of all work orders is recorded.
- Assist other trades in carrying out repairs and maintenance.
- Complete site activities in conjunction with the site teams to deliver a high-quality finish to specification, on time & to programme targets.
- Communicate with the site management and, as required, resolve minor issues.
- Store securely all plant as required on-site, keeping clean and reporting any damage to the site management team.
- Ensure all verbal site instructions are recorded in a CVI / TQ book by the site manager/supervisor.
- Ensure that no verbal instruction is actioned or any variation work undertaken until your manager/supervisor has notified the office and written confirmation is recorded or received.
- Ensure weekly timesheet is completed, clearly stating work done, and submitted to Head Office or the management team for authorisation by 10:00am each Monday.
- Notify the manager/supervisor of any damage to existing services as soon as it becomes



apparent.

- Ensure all site vehicles, plant, machines and equipment are kept in good, clean & safe condition, and only used if you are trained to operate the plant.
- Ensure that materials signed for onsite are counted and the information is passed to the management team. Report any damage or shortfall in the order delivered.
- Assist the Construction / Build Manager to maintain all relevant Health & Safety on site
- Ensure the site area allocated for storage of site equipment is kept clean & free of unwanted hazards.
- Constantly checking workmanship to ensure no defective work.
- Ensure minimal wastage of materials (concrete/stone etc).
- Ensure own operatives and sub-contractors are abiding by the site rules, report to the manager/supervisor and breach in Health and safety.
- Receive deliveries of materials and ensure safe unloading and storage in an agreed location
- Ensure the site is kept clean and tidy at all times.
- Ensure 5min RA in place before any excavations take place.
- Ensure all works carried out are to a good quality standard first time every time.
- Carry out near miss / don't walk by reporting.
- Dismiss poor quality labour (i.e. agency labour/ sub-contract labour not performing).
- Assist the site manager/ supervisor in planning your work (advise if materials are running low, requirements for work going forward).
- Set the standard.
- Plant operatives will be expected to carry out regular checks and apply oil and grease to the machines as required.

Continuous improvements

You will contribute to the overall running and continuous improvement of the business, along with the development of the FM Company, by ensuring that the highest professional standards are maintained to continually improve the service given to Clients. This includes:

- Identifying problems and offering solutions.
- Ensuring the Company's QEMS procedures are followed as they relate to the Construction Department, and offering suggestions as to their development and improvement
- Encouraging and developing teamwork both within your team and between teams, internally and externally.
- Have an excellent understanding and are compliant with the QEMS.

General requirements

You will be expected to maintain the highest levels of confidentiality at all times regarding the company and its Clients. You must also work efficiently and safely at all times in accordance with the appropriate training, the Company Safety Policy and HSE guidelines.

Your ability to relate well with Clients and Staff and to maintain high professional standards is very important, alongside your ability to communicate in a clear, concise manner both in writing and verbally. In doing so you must also ensure an appropriate standard of dress and personal appearance is maintained at all times.

You should demonstrate and use initiative to carry out work with minimal supervision, including the skills to prioritise and work to strict deadlines whilst being thorough and paying close attention to detail. This will be reinforced by demonstrating an enthusiastic, flexible and conscientious approach to work.

Once inducted, you should demonstrate a clear understanding of the Company's structure, values and procedures, including the QEMS. In relation to this, you must advise your line manager immediately of any visits to site by external agencies such as the Health & Safety Executive, Environmental Health Officers etc.



The main duties listed above are not intended to be exhaustive and may be revised in accordance with the requirements of the department and the company

PERSON SPECIFICATION

Joiner

Criteria	Essential	Desirable
Qualifications	• Approved apprenticeship City and Guilds or NVQ Level 2 Qualification	• Additional supplementary training
Experience/ Skills	• Experience of working with woodworking machinery, access equipment, majority of construction industry equipment and personal protective equipment.	• Previous experience within the construction industry • Additional trade skills
Safety Skill Sets	• Valid CSCS Card • Abrasive Wheel • Asbestos Awareness • Environmental Awareness • Face Fit • Fire Safety Awareness • IPAF • Manual Handling • PASMA • RAMS • Safe Working at Height & Temporary Works Awareness	

Signed:.....
Director

Date:.....

Signed:.....
Employee

Date:.....