**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Glazier | **Grade**:  OSSR (OS17 – OS23) £21,852 – £25,068 plus monthly bonus scheme and end of year profit share. |
| **Section:**  Direct Services | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:**  Contracts Officer | **Responsible for following staff:**  N/A |
| **Post Number/s:** | **Last review date:**  November 2021 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

Reporting to Contracts Officer and responsible for measuring, installing and repairing glass within structures, e.g. installing window frames, skylights, display cases, showers and more.

**Specific Duties and Responsibilities**

1. Responsible for measuring, installing and repairing glass within structures, e.g. installing window frames, skylights, display cases, showers and more.
2. Responsible for:-

* Assessing risks
* Choosing the appropriate glass
* Building the framework for the glass
* Removing old or broken glass and putty from frames
* Measuring and fitting new glass
* Sealing glass and making everything watertight
* Using a crane with suction cups to lift glass into place
* Working with plastic or laminates, and treatments that make glass safer or stronger.

1. Carries out fault-finding and remedial repair works in domestic and commercial properties.
2. Reads maps, drawings and sketches to fully understand requirements.
3. Assesses, measures and orders materials, plant and equipment as required to complete works
4. Inspects places / sites and conducts repairs or maintenance.
5. Liaises with Contracts Officers and other site workers to perform jobs as and when they are required, in accordance with contract/agreed requirements and within agreed time limits.
6. Works using own initiative within agreed role.
7. Ensures compliance to agreed codes, legislation, and procedures including health and safety.
8. Completes timesheets and bonus sheets daily.
9. Undertakes winter gritting duties, including participation in the Winter Maintenance standby rota / duties, if required by supervision.
10. Drives Council vehicles within limits of approved competency.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

**Team structure**

**Person Specification**

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| --- | --- |
| **Job Title:**  Glazier | **Grade**:  OSSR |
| **Section:**  Direct Services | **Directorate:**  Environment and Community Services |
| **Responsible to:**  Contracts Officer | **Responsible for:**  N/A |
| **Post Number/s:** | **Last Review Date:**  November 2021 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **& / T/ C (see below for explanation)** |
| **Knowledge** | |
| Working knowledge of building and construction | I |
| Working knowledge of applicable codes, standards, and regulations for glazier role | I |
| **Experience** | |
| A trade background with skills and experience in window fitting and repairs with the ability to work across a mix of planned and reactive maintenance work | I |
| Experience within a similar role, ideally from within the Housing sector and preferably be qualified to a minimum of NVQ level 2 (or equivalent) | I |
| **Skills** | |
| Must be able to demonstrate experience in fault finding and remedial repair works in domestic and commercial properties | I |
| Must be able to work safely to a high standard and at an acceptable rate of productivity | I |
| Must be able to fully understand written instructions and able to carry out detailed work sheets, time sheets and stores requisitions accurately and on a daily basis | I |
| Must be self-motivated and flexible and willing to work as part of a team | I |
| Ability to use own initiative to resolve difficult situations | I |
| Must be able to demonstrate good attention to detail | I |
| Proven written and oral communication and interpersonal skills | I |
| Ability to understand and deliver good customer service | I |
| Ability to work late, early and weekends when required | I |
| Willing to participate in the winter gritting standby rota | I |
| Must be prepared to wear corporate clothing in a suitable condition | I |
| **Qualifications** | |
| Must hold a full and current driving licence | C |
| Qualified to NVQ Level 3 Glazing qualification | C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**