CARPENTER AND JOINER: Job Description

Job Title: Carpenter and Joiner

Department: Maintenance

Reports to: Head of Buildings and Maintenance

Role: To be part of the Maintenance team in maintaining and repairing the College buildings, fixtures and fittings.

Main duties and responsibilities:

- Repair and construction of window frames
- Fit and upgrade doors
- Repair furniture
- Construction of built-in cupboards and bespoke shelving
- Installation of stud walls
- Completion of major refurbishment of student accommodation (flooring 1st and 2nd fix).
- Installation of fitted kitchens
- Fitting shower screens and other sundry items
- Take a lead with the master key suited system
- Repair existing structures to maintain Listed Building integrity
- To liaise with the Head of Buildings & Maintenance and Maintenance Office Manager to establish planned and routine maintenance programme and reporting procedures.
- Repair locks and other hardware items
- Basic glazing to windows and doors
- Quantifying the material requirements for each task and collection of stores and materials from suppliers
- To assist with the upkeep of the Carpentry Workshop, Tools and surrounding area
- Day to day monitoring of joinery machines and ventilation equipment
- To undertake any training deemed necessary for the role
- Source and collect materials from local suppliers
- To undertake any other reasonable tasks within the scope of the post when instructed by the Head of Buildings and Maintenance or Maintenance Office Manager
Health and Safety Considerations:

Members of the Maintenance Department are required at all times to:

- Follow health and safety procedures of the College and those specific to the Maintenance Department
- Ensure that all tools used are cleaned and put away in the correct and safe place. Tools must not be left around College properties
- Wear appropriate Personal Protective Equipment (PPE) for tasks as necessary and as determined by the Head of Buildings and Maintenance or Maintenance Office Manager
- Report any potential hazards around the College to the Head of Buildings & Maintenance or Maintenance Office Manager
- Report any faulty PPE to the Head of Buildings & Maintenance or Maintenance Office Manager

Essential skills and experience:

- Recent and demonstrable experience of carpentry/joinery in a professional setting
- A keen eye for detail and ability to complete work to a high standard of finish
- Experience of 1st and 2nd fix on site and in domestic setting
- Ability to work around problems and produce satisfactory solutions, either individually or as part of the team
- Flexibility to adjust and adapt to meet deadlines and operational changes
- Ability to work without supervision when necessary
- Basic knowledge of workplace health and safety
- Customer-focused
- Polite and well presented
- Good communication skills
- Good timekeeping

Qualifications

- Minimum NVQ Level 2 Carpentry and Joinery or equivalent.
- Full clean driving license

These duties may change from time to time due to the needs of the College. The post holder will be notified in advance of any significant changes to these duties.