UNIVERSITY OF WARWICK

Job Description

Job title	Carpenter Supervisor
Department	Estates, Maintenance
Grade	FA5

Job purpose (a brief summary of the role)	Responsible for the supervision of the carpentry section within the Building Fabric Services section to ensure statutory, planned and reactive maintenance is provided to the entire campus to agreed KPI within the Estates Service Statement.
Duties and responsibilities	**Management and organisation** Supervise and monitor the workload of the carpentry section ensuring that work is carried out effectively, to programme and to a standard acceptable to the University. Responsibility for the planning and programming of work, including statutory compliance Supervise the direct employed labour in accordance with University policies and guidance for staff management, including recruitment, discipline and grievance, time sheet completion, absence monitoring, performance management, appraisals etc. Management of section Estates workshops, property, vehicles, tools and equipment in accordance with University policies and guidelines Assist in the development of procedures and processes for the improvement of the operation of Estates services. Responsibility for the completion and production of progress reports and KPI information relating to Health and Safety responsibilities of the section in order to ensure safe working practices Delivery of toolbox talks and responsibility for ensuring all mandatory courses are completed **Technical** Supervise planned preventative maintenance and routine and bespoke carpentry/joinery. This may include new installations, new works, and reactive response to emergencies, arrangement of remedial works and ordering of new materials Take initial corrective action to keep the service going to ensure business continuity. Report findings and resolution to line manager or designated manager in accordance with escalation procedure. Carry out practical site work to assist the direct employed labour. Provide support to other Estates departments. Provide technical advice and support to supervised staff.

Prepare and review risk and method statements and submit to Permit Office. Review all other supporting health and safety documentation, including organising and recording training as appropriate.

Participate in emergency response in line with the University Business Continuity plan

Provide technical advice, works specification input and budget cost plans to assist in compiling the Estates 5-year financial plans.

Undertake administrative duties, maintain records and documentation as required by line manager and in accordance with Estates office and University policies.

Management of specialist contractors:

- in accordance with all University policies and guidance assist line manager with the management of contractors ensuring that work is undertaken to the University accepted standards and demonstrates value for money
- liaising with contractors and explain the problems so that the contractor can evaluate a repair solution and take over the work in a safe and timely manner.
- ensure compliance with health and safety regulations, requesting appropriate permits, and taking accountability of Contractor's competence, risk assessments and method statements.
- reviewing Contractor's works schedules to ensure University's statutory compliance obligations are achieved, ensuring timeliness of the maintenance activity/repair/installation, manage relationship with the contractor, accepting handover of completed works back from the contractor ensuring all certification, service records and reports are received in accordance with contract service level agreements
- provide regular feedback to the customer on the status of any repairs, review any actions taken and monitor repairs/installations to ensure business continuity.

Communication

Communicate updates and relevant information to stakeholders and other departments where maintenance activities impact on the building users' operations.

Arrange building services shutdowns with customers and building users.

Liaise with Estates and other University departmental staff to advise and assist with maintenance and defect repairs scheduling.

Liaison with the stores' manager for ordering, delivery and collection of spares and consumables.

Ensure that all DEL receive adequate supervision and receive and understand changes in legislation with regard to health and safety, technical regulations and operational restrictions.

	Financial Provide estimated cost for minor works, arrange small works projects in line with the Estates department guidelines, ensure work is completed to program, within budget, conforms to legislative requirements and to the University accepted standards. Provide information and financial implication on proposed works or works being undertaken by the building fabric section. Advise the budget holder with the product specifications and budget costs for specialist plant, tools, equipment and consumables required. Ensuring supervised staff understand and carry out work to correct departmental budgets and costed to the appropriate budget. **General** To undertake any other duties from time to time that may be required, commensurate with the grade of the post.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Qualified to advanced craft level, preferably with an ONC in building.	A & C
E2	Proven work experience of having worked within the carpentry/joinery section of the building trade and management of woodwork shop.	A & C
E3	Experience in managing contractors and staff.	A & C
E4	The ability to assess problems, propose solutions and then mobilise resources, expertise and contractors to resolve complex problems.	A & C
E5	Autonomous and self-starter with good organisational skills with the ability to prioritise, maintain records, action plans and documentation up to date.	A & C
E6	Computer literacy with Microsoft Outlook, Word, Excel, is required.	A & C
E7	Good verbal and written communication skills to enable the post holder to report on actions taken to remedy faults and to understand O&M manuals.	A & C
E8	Technically competent in building fabric maintenance, and good understanding of building construction.	A & C
E9	An up-to-date knowledge of statutory compliance and the Health and Safety legislation, Building Regulations.	A & C
E10	Safe use of Hydraulic/Manual lifting platforms	A & C
E11	Safe use and erection of mobile tower scaffolding.	A & C
E12	Safe Entry into Confined spaces using emergency escape breathing apparatus.	A & C
E13	Post holder can expect to be contacted by any member of staff, university user, external company or contractor as the section representative.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	IOSH Managing Health and Safety Certificate	A & C