UNIVERSITY OF WARWICK

Job Description

Job title	Carpenter
Department	Estates – Maintenance Operations
Grade	FA5

Job purpose (a brief summary of the role)	The Carpenter role provides Building Fabric statutory, planned and reactive maintenance to the entire campus to agreed KPIs within the Estates Service Statement. Based within the Building Fabric team, they provide reactive and planned maintenance carpentry; carry out skilled planned preventative maintenance and routine and bespoke carpentry/joinery. This may include creation of bespoke windows, doors, ramps and arrangement of remedial works.
Duties and responsibilities	**Technical** To carry out skilled planned preventative maintenance and routine and bespoke carpentry/joinery. This may include creation of bespoke windows, doors, ramps and arrangement of remedial works and ordering of new materials Provide a planned maintenance and reactive remedial work service, assisting other trades where necessary to keep essential facilities open and usable. Respond to individual job requests via the job notification system, ensuring each job is resolved safely, efficiently and to the required standard within target SLAs Operate a joinery workshop including new installations, new works, re-active response to emergencies, hanging doors, lock handles/casements, kitted kitchens, and manufactured staircases. Take initial corrective action to keep the service going to ensure business continuity. Report findings and resolution to Building Fabric Maintenance Manager in accordance with escalation procedure. Participate in emergency response in line with the University Business Continuity plan. Provide support to other Estates departments, including Capital Programmes. Provide technical advice and support to supervised staff and Estates' carpenters. Prepare and review risk and method statements and submit to Permit Office. Review all other supporting health and safety documentation, including organizing and recording training as appropriate Participate in emergency response in line with the University Business Continuity plan Analyse, fault find and make decisions about the feasibility and logistics of the jobs to be undertaken, taking into account how long it will take, the equipment needed and the potential cost liaising with the Carpenter Supervisor when necessary. Investigate unidentified problems, including diagnosing problems and suggesting courses of action and/or identifying whether the problem can be dealt with or if specialist assistance is required. Deal appropriately with emergencies. **Management and organization** 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

	Work on 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 In accordance with all University policies and guidance take responsibility for 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 documentation from 3rd parties. To monitor and evaluate the quality and compliance of the staff carry out carpentry work. **Health and Safety and Compliance** Identify and assess potential risk to individual tasks and formulate and/or comply with risk assessments and method statements in conjunction with manager. Complete jobs in a variety of different settings and environments. Comply with all health and safety regulations and University policies and complete risk assessments on work variations. Identify and use the correct PPE. The role will actively participate in Department hazard identification and Risk assessment exercises. The role will be responsible as part team be responsible for delivery statutory compliance tasks, they will need to ensure that this is correctly delivered and recorded. Comply with all health and safety regulations and University policies and complete risk assessments on work variations. Identify and use the correct PPE. Ensure the correct permits are in place prior to commencing work. Undertake administrative duties, maintain records and documentation as required by line manager and in accordance with Estates office and University policies. The role will have to be able to understand, and utilize record drawing, asbestos, and fire drawings. **Communication and Customer Service** Liaise with Fabric Supervisors, trades colleagues, contractors, Estates and other departmental staff throughout the University to advise and make recommendations and assist with planned and reactive maintenance, causing minimum disruption to university staff and other users. Provide technical expert advice that ensures the provision of a compliant high quality, safe, efficient, and effective service. The role will need to be able to communicate professionally and effectively with a diverse customer basis. Being able to communicate professionally and effectively. **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 implications on proposed works or works being undertaken by the mechanical section. Advise the budget holder with the product specifications and budget costs for specialist plant, tools, equipment and consumables required by the Estates Office/section** Ensuring supervised staff understand and carry out work to correct departmental budgets and cost 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. Drive University vehicles to transport staff, materials and tools around the University estate. Undertaking any other duties as from time to time may be required commensurate with the grade of the post. Ensure all work is completed to a high standard and work areas are left clean and tidy on completion.

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	NVQ Level 3 in Carpentry or Joinery or equivalent qualification within the field.	A & C
E2	Extensive experience of carpentry/joinery in a varied environment, for example working with a range of repairs and using a variety of materials and woodworking tools/machinery with the ability to install new carpentry fixtures and fittings. The role should have a demonstratable portfolio.	A & C
E3	Proven problem-solving ability to assess and resolve problems and use own initiative to investigate and diagnose problems and to escalate to the appropriate level.	A & C
E4	Post holder can expect to be contacted by any member of staff, university user, external company or contractor as the section representative. Must be a good negotiator and have the ability to empathise with customers' needs.	A & C
E5	An up-to-date knowledge of statutory compliance and the Health and Safety legislation, Building Regulations.	A & C
E6	To have IOSH managing safely (or equivalent). With proven excellent understanding of H&S and the process associated.	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	Computer literacy with Microsoft Outlook, Word, Excel, is required.	A & C
E9	Safe use of Hydraulic/Manual lifting platforms / Safe use and erection of mobile tower scaffolding.	A & C
E10	Awareness of asbestos materials and non-licensed removal works.	A & C
E11	Full, clean UK or EU equivalent driving licence.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Demonstratable ability in the other building fields.	A & C
D2	Working at height or confined space qualifications.	A & C