

Job Description

Role Title:	Tradesperson (Joiner)
School / Dept:	Estates and Facilities
Reference:	MPF4398
Grade:	6
Full or Part time:	Full time
Hours:	1.0 FTE / 36.25
Reports to:	Building Services Manager (Building Fabric)

Overview

Estates & Facilities

Utilising the resources of more than three hundred directly employed staff, supported by numerous external contractors, the Estates & Facilities Services Directorate is responsible for delivering a full estates and facilities management service to the University, including capital development, property maintenance, cleaning, security, caretaking, and landscaping.

The Tradesperson (Joiner) will be responsible for maintenance and repairs on all building fabric, in particular joinery related tasks such as doors (internal and external) and associated ironmongery, timber window frames, wooden flooring/skirting, ceiling grids/tiles, external timber seating/planters. Along with carrying out small installation works, and client requested works across the University Estate.

The Tradesperson (Joiner) will be expected to work unassisted or within a team depending on the works being carried out, working closely with other trades such as, electricians, mechanical, and handypersons, at times they may need to assist or work alongside other trades and on the rare occasion alongside external contractors. The Tradesperson (Joiner) must have a good knowledge, understanding and experience in other skills outside of Joinery, in particularly mechanical plumbing tasks and have a good understanding of the basic principles of electrical awareness and safe isolation procedures.

Tradesperson (Joiner) shall be committed to learn and develop their skills and competences, along with having possession of a NVQ Level 3 in their trade discipline as noted within the person specification of this document.

The role holder at times may be expected to work a flexible working week outside of the agreed shift pattern, this would be dependent on the needs of the business. This may include early starts, late finishes and the occasional weekend work.

As this is a support service, it must be provided in a professional and friendly manner, using discretion, tact diplomacy and attention to detail.

Principal Duties & Responsibilities

- Interpret and work from all instructions, drawing and specifications appropriate to the task
- To carry out all aspects of Joinery works both internally and externally, covering a full range of services both planned maintenance and reactive maintenance tasks across the University Estate, and installation works.
- To carry out non-joinery works as and when required. To assist, support other trades in other disciplines when required or in emergency circumstances.
- To maintain their knowledge and understanding of woodworking workshop safety practices and procedures, British standards, any other legislation relevant to the role
- To maintain their knowledge and understanding of testing and inspection of joinery related tasks.
- To inspect and record all access equipment such as ladders, step ladders and scaffolding.
- Set up new work/services as appropriate, using relevant tools and machinery, and be willing to learn new techniques and procedures, with relevant training as necessary.
- To be able to use all woodworking tools and machinery within the joiner's workshop and general power tools/hand tools that are expected within normal construction practice.
- Carry out daily maintenance tasks including planned preventative maintenance and repair works in a range of disciplines.
- Carry out minor works projects, new installation works, inspections, and any other typical joinery related tasks which will include measuring up, creating cutting lists and communicating with our stores department when materials are on order, suppliers and

contractors. Ensuring materials arrive on site within given timescales and works are completed to a high standard and signed off in planned time periods.

- To be completely flexible regarding start and finish times during the working week which will include participating in the out of hours call out rota.
- To be always contactable by mobile phone during working shifts.
- A working knowledge of Health & Safety in the workplace
- To comply with all instructions and guidance contained within the University's policies, procedures and management documents, including health and safety instructions and risk assessments. (It is mandatory to attend health and safety training as instructed from time to time.)
- Instruct others on aspects of work relating to the post holder's trade, including apprentices and other young persons.
- To carry out work alongside, or assist, contractors/consultants in a co-operative manner and undertake close liaison with the landlord and their representatives.
- To take responsibility for all vehicles, machines, tools and equipment used whilst carrying out duties, ensuring they are used solely for the purposes they were intended and kept in a clean and safe working condition. To take all necessary precautions to always safeguard University property.
- Be able to climb ladders, work at heights, access confined spaces and plantroom environments. The ability to be able to carry out physical work is essential to the role. (Employees are expected to participate in the University's Occupational Health and Safety Services Health Surveillance Programme).
- To be part of the Estates & Facilities out of hours call out rota.
- To provide supervisory support in the absence of Building Services Manager (Building Fabric) To communicate with all building services managers when works involve other trades, contractors, and suppliers.
- To manage, coordinate works, problem solve, decision making, liaising with clients, building managers, colleagues, contractors, suppliers, stores department and use their own initiative.
- To promote good working relationships with other University staff, students, and the general public, and be prepared to work with any team, on any site of the University, in harmony always.
- To be reliable and punctual and act in a manner that will enhance the corporate image of the University when dealing with all persons whilst at work.
- Occasional out of hours work may be required when necessary
- The wearing of Estates & Facilities corporate clothing is mandatory.
- To work in accordance with all University and Estates & Facilities Policies and Procedures.
- Perform any other duties appropriate to the grade as may be required by the head of department etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- Engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial

and environmental sustainability of the University when undertaking all duties and aspects of the role.

- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with university policy..

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with University policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

Qualifications

1. Have completed a full indentured Joinery Carpenter apprenticeship registered with the CITB or hold as a minimum a City and Guilds of London Institute Certificate NVQ Level 3 in carpentry /joinery
(E) (A)
2. Possess a qualification in safe operation of woodworking machinery
(D) (A)
3. Must hold a full UK driving licence.
(E) (A)
4. Possess CSCS Gold card in Joinery/Carpentry
(D) (A)
5. Possess a qualification/certificate in carrying out fire door inspections/maintenance repairs.
(D) (I)

Background and Experience

6. Most recent types of Joinery installations undertaken and work site environments worked on.
(E) (A/I)
7. Extensive experience, with substantial post-apprenticeship experience in carpentry/joinery in both planned and reactive maintenance tasks.
(E) (A/I)
8. Experience with using woodwork machinery, power tools, hand tools and various types of access equipment
(E) (A/I)
9. Experience of working in a customer focused and results orientated environment with a good service delivery practice
(E) (I)

Knowledge

10. Extensive knowledge of maintenance, manufacturing and installation tasks in relation to carpentry / joinery tasks and a good knowledge of legislation/regulations that relevant to the role/ woodworking machining workshop
(E) (A/I)

11. A good knowledge of health and safety and its application to construction / and maintenance environment.
(E) (A/I)
12. The ability to organise and prioritise own workload and work with minimum supervision, ensuring all assigned work tasks are completed within the agreed service level agreement.
(E) (A/I)
13. Received health and safety training that is relevant to this role and have the willingness to undertake further training as and when necessary
(E) (A/I)
14. Enthusiasm, good communication skills, approachability, and the ability to build working relationships at all levels, with colleagues and external visitors.
(E) (A/I)
15. To be self-motivated and be able to act on own initiative, making decisions, problem solving and be comfortable working alone or within a team.
(E) (I)
16. Good level of computer literacy in a range of ICT applications in particularly Microsoft Office applications such as Word, Excel, TEAMS and Outlook, and facilities management software systems.
(E) (A/I)
17. The ability to carry out physical work tasks and to be able to climb ladders, work at height, access confined spaces, noisy environments such as plantrooms and workshops.
(E) (I)
18. A flexible and adaptable attitude to duties undertaken and to work outside normal working hours when necessary.
(E) (I)
19. Attended emergency call outs outside of normal working hours and manage any emergency works, contractors where required. Co-manage and take part in the out of hours call-out rota covering 365 days year covering work colleagues when required.
(E) (I)

A = Application form, I = Interview, P = Presentation, T = Test

Candidate guidance

To fully meet the essential criteria, candidates must show clear evidence of how they meet the criteria. Simply stating that you have a skill or experience in an area is not sufficient. You must provide a clear example to show you have met each of the criteria you address