College Carpenter
Part Time (2 days per week)
Job Description

Department: Maintenance
Responsible to: Head of Buildings & Maintenance
Salary: FTE £28,000 – £30,000 depending on skills and experience

Purpose of the Job

The post holder will work as part of a team engaged in the upkeep and maintenance of the College estate.

Duties and Responsibilities:

General Duties:

- To ensure all work is carried out with due regard to the health and Safety at Work Act, the College Health & Safety Policy and all relevant current health and safety legislation.
- To undertake checks and testing in accordance with relevant legislation and keep appropriate records.
- To monitor, and keep up to date, the maintenance ticketing system, assigning relevant tickets to yourself. Working with the Buildings Co-ordinator and other team members, ensure tickets are assigned the correct priority and that works are undertaken within specified time frames.
- To ensure that relevant tickets, permits and training required to fulfil duties are keep up to date.
- To ensure college guidelines are followed before entering Student, Staff or Fellows rooms.
- Drive the College van, a current driving license is required for this.
- To work from ladders, steps and scaffolds as required.
- To ensure that low stock levels of general materials are reported to the Buildings Co-Ordinator.
- To assist contractors and other trades as and when required and as directed.
- The post holder will be required at all times to carry a means of two-way communication when on duty.
- To ensure all records are properly completed as required.
- To ensure that all working areas under the post-holder’s responsibility are kept in a secure, clean, safe and tidy condition.
- Working with other trades to perform routine maintenance as and when required. This may involve working at height, manual handling, the removal of rubbish and similar waste and moving of furniture.
• The post-holder will also be expected to carry out other minor works, alterations, refurbishments and installations as required, including to assist other members of the team as and when required including the moving of furniture etc.

• Any other reasonable duties as may be requested by the Buildings Co-Ordinator or Head of Buildings & Maintenance.

**Specific Responsibilities:**

• The primary duty of the Carpenter is to maintain and undertake general repairs to joinery, woodwork and ironmongery components including door closers, locks, latches, window fittings etc. throughout the College building stock.

• Ensuring that all joinery, ironmongery and other building components are in correct working order through detailed maintenance, repair, servicing and regular inspection.

• To respond to all carpentry, joinery and general building maintenance related defect reports as required; carry out initial investigation and carry out repairs/works.

• Such other carpentry duties traditional to the trade including the use of workshop machinery as appropriate. Ensure all machinery, tools and plant are kept in good working order.

• The post-holder will be expected to ensure that the woodworking stores and machinery areas are kept in a clean and tidy condition.

• To undertake fire door inspections and make repairs or adjustments as necessary.

The College Carpenter will be expected to deal with emergencies on a call out basis for which an additional payment/time off in lieu will be made.

**Additional information**

**Technical**

• C&G Carpentry & Joinery, NVQ level 3 or equivalent.
• Evidence of a sound working knowledge of health and safety requirements and applying that in practice.
• A Health and Safety qualification would be advantageous.

**Professional**

• Demonstrable ability to work independently and take ownership for managing a busy workload.
• The post holder must hold a valid driving licence, sufficient to drive the College’s manual van.

The hours of work are 08:00 – 16:00, Monday to Friday. This is a job share role and the post holder will be required to work 2 days per week (actual days to be negotiated).

The post holder will be subject to a 6 month probation period.