**logo-uob-resize[1]**

**Job Description**

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| **Job title:** | Multi-skilled Carpenter/Joiner |
| **Department/School:** | Campus Infrastructure |
| **Grade:** | 6 |
| **Location:** | University of Bath estate |

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| **Job purpose** |
| To undertake planned and unplanned maintenance activities across the University's academic buildings, residences, and sports facilities, including but not limited to minor repairs and maintenance of the building fabric, doors, windows and hard landscaping, along with the creation of simple, good quality bespoke furniture and equipment.  The post holder will also undertake some low level mechanical and electrical work and be expected to take part in the on call rota. |

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| **Source and nature of management provided** |
| Building Workshop Supervisor |

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| **Staff management responsibility** |
| n/a |

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| **Special conditions** |
| Post holder will be provided with, and expected to wear at all times, corporate work wear, plus all PPE appropriate to the tasks to be undertaken.  To take part in the on call and late duty rotas. |

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| **Main duties and responsibilities** | |
| **1** | Undertake tasks as allocated from work requests received by the Workshop Supervisor in a courteous, professional and timely manner. Work may include, but not be limited to:   * Installing and repairing kitchens and bathrooms * Refurbishing buildings * New door and fire doors * Fire door checking * Repairing flooring * Repairing locks and cylinders * Repairing walls, groundworks * Building furniture * Making signs |
| **2** | To manage all Health & Safety issues within the working area |
| **3** | Arrange supply of equipment/materials from Stores/external suppliers and book against work requests used in a timely manner |
| **4** | To recognise patterns of failure, including causes, to communicate observations and make recommendations for lasting repair |
| **5** | Carry and use a University provided mobile phone whilst at work and on call |
| **6** | To take part in on the job training when required |
| **7** | Responsible for contributing towards the Department’s energy saving goals. |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. | |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Apprenticeship in carpentry, building maintenance or similar to NVQ Level 2 (basic) or equivalent | ✓ |  |
| Apprenticeship in carpentry, building maintenance or similar to NVQ Level 3 (advanced) or equivalent |  | ✓ |
| **Experience/Knowledge** |  |  |
| Demonstrable experience in a varied role post apprenticeship | ✓ |  |
| Working in environment where public have access to working areas | ✓ |  |
| Good understand of Health & Safety issues and familiar with basic risk assessments | ✓ |  |
| Basic knowledge of locksmithing |  | ✓ |
| Previous experience of using workshop woodworking machinery |  | ✓ |
| Completed courses in Asbestos Awareness, Working at Heights, scaffolding tower erection, Safe Lifting etc |  | ✓ |
| **Skills** |  |  |
| Demonstrate good customer care skills | ✓ |  |
| Good communication skills | ✓ |  |
| Able to train/ coach others | ✓ |  |
| Basic computer skills | ✓ |  |
| Full UK driving licence | ✓ |  |
| **Attributes** |  |  |
| Able to work as part of a team or alone with minimum of supervision | ✓ |  |
| Attention to detail | ✓ |  |
| Ability to prioritise tasks and manage time effectively and efficiently | ✓ |  |
| Flexible and amicable attitude to change as driven by needs of the section to achieve its service requirements | ✓ |  |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |