

Maintenance Craftsperson (Joinery)

Estates & Facilities

Operations Hub

The role

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The Estates and Facilities (E&F) team has responsibility for the safe, efficient and effective development and management of the University academic and residential estate. The estate is seen as a strategic enabler in support of the University Vision and Strategy.

The role is to provide a high quality and customer focused maintenance and installation service to the University. The role will be carried out in support of academic, commercial, residential and other university activities.

Key Accountabilities

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- To carry out a wide range of trade related duties in order to maintain and improve the estate infrastructure. This will include but not be limited to building structures, fixtures, fittings, finishes and services both internal and external.
- To carry out Planned Preventative Maintenance (PPM) and defect repairs, both routine and emergency, to all elements of building and estate structures normally associated with the building trades. The post holder will be expected to be able to carry out minor works outside of his trade discipline such as minor repair and installation to elements such as fencing, gates and signage etc.
- Carry out minor construction and installation work throughout University properties in order to meet the requirements of the end users. This may include items as diverse as furniture manufacture or assembly, structural works on walls, floors, doors, partitions and the installation of suspended ceiling grids.
- Lead on the identification, inspection and remedial works to fire doors campus wide to support the university in meeting its statutory compliance requirements. This will require the use of Information Management systems and software including LARSS and PlanOn for the recording and auditing of works.
- Organise personal workloads and supervise any Maintenance Assistants, Apprentices or other staff members who may have been assigned to them as a team.
- Arrange and gain access, as appropriate, to any area of the University in order to carry out timely works. Carrying out assigned tasks with an appreciation of the

Professional Services Job Description



possible disruption such work might cause to persons who may be working at, studying at or visiting the University.

Liaise with other trades, teams and services across Estates & Facilities, as required to ensure communication is clear and accurate. This may include occasionally working with external sub-contractors.

- Develop solutions to problems related to building trades work, this may include design and construction techniques not normally employed. This will require the application of technical knowledge and the use of innovative and imaginative thinking.
- To ensure that the work for which they are trained is carried out in compliance with all applicable legislation, codes of practice, bye laws, health and safety requirements and University guidelines. This is to ensure (as far as is reasonably practicable) a safe environment.
- Be familiar with and understand the requirements of the Health and Safety at Work Act and University policies and procedures particularly with reference to asbestos, fire and COSHH. Be familiar with and able to work to standard risk assessments and where applicable revise job specific risk assessments.
- To have a clear understanding of the Control of Substances Hazardous to Health (COSHH) Regulations, particularly with respect to solvent based materials. Ensuring that these regulations are fully complied with when carrying out operational duties and that any concerns or recommendations for improvement in relation to working practices are reported to the Supervisor/Direct Works Manager.
- To meet at all times the requirements of tight time scales, service level standards and emergency situations, including where necessary the working of unsociable hours.
- Ensure the accurate and timely recording of works using current (PlanOn) and future technology systems to assess and account for the processes, actions and procedures carried out by the team. Ensuring compliance with service level standards, health and safety legislation and enabling improved effectiveness of the team through the monitoring of data.
- Responsible for the ongoing manufacture and installation of fire compliant doors across the estate to ensure organisational compliance.
- Act as the “eyes and ears” to Estates & Facilities providing feedback to supervisors and managers about those systems, installations and plant that they may encounter where safety and working practices may no longer be appropriate or acceptable. Take appropriate action to ensure the safety of themselves and others.

Carry out other duties as may be deemed necessary by the Direct Works Manager, Maintenance Officers or Maintenance Supervisors.

The Person

Knowledge, Skills and Experience

Essential:

- Time served with demonstrable experience in maintenance, repair, and refurbishment of new buildings and extensions/alterations to existing buildings.
- Knowledge of lock and key suiting.
- Competent in the use of woodworking machinery.
- Good oral and written communication skills.
- Capable of working with a minimum supervision and acting on own initiative.
- An ability to read and understand construction drawings.
- Driving licence is highly desirable, post holders may be required to drive a University vehicle for operational purposes.

Desirable:

- Significant practical and theoretical knowledge of the post holder's discipline.
- Computer literacy would be highly desirable.

Qualifications

Essential:

- A recognised apprenticeship in Building Trades with equivalent experience or an appropriate City and Guilds Craft Certificate or NVQ L3

Desirable:

- Construction Skills Card Scheme holder