



JOB DESCRIPTION

Job Title:	Carpenter
Department / Unit:	Estates
Grade:	RHUL 5
Accountable to:	Teams Operations Co-ordinator and Maintenance Operations Manager
Accountable for:	n/a
Purpose of the Post	
<p>Main Internal Contacts Staff and students at all levels throughout the College.</p> <p>Main External Contacts Contractors, Suppliers and other visitors to the Estate Services Division.</p> <p>Main purpose of the post To achieve the operational requirements of the Department and that of the College by completing carpentry related works as issued to them to the set timescales and quality standards</p>	
Key Tasks	
<p>Main Duties and Responsibilities</p> <ul style="list-style-type: none"> a) To complete day to day building maintenance works of the College buildings and infrastructure. b) To carry out all Carpentry/Joinery works/tasks as required by the department and ensure that all works carried out are to a high standard. c) To be able to use woodworking machinery in a safe and efficient manner, ensuring all machinery is fit for use and maintained correctly. d) To be able to carry out repairs to lock closers and other ironmongery related tasks. e) Prepare working drawings, jigs etc for carpentry/joinery related works as required. f) To be able to carry out minor repair works including minor painting, decorating and roofing. g) Ensure all works are completed safely to current working procedures and ensure all staff under direct supervision comply. 	

- h) Be willing to work out of hours on special functions or occasions e.g. Summer Ball, Graduation, etc.
- i) To hold a current driving license and to drive the estates vans as required.
- j) To understand the need for maintenance and be able to follow written instructions for the performance of maintenance tasks.
- k) To undertake all training necessary for the proper performance of the duties of the post.
- l) To work to prescribed shift patterns as issued to them.
- m) Any further duties, which may reasonably be required by the department commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.