**JOB DESCRIPTION**

*This job description is a guide to duties the post holder may be required to undertake but does not form part of their contract of employment and may vary from time to time to reflect changing circumstances.*

**JOB TITLE:** College Carpenter  
**DEPARTMENT/TEAM/LOCATION:** Maintenance Department  
**REPORTS TO :** Buildings Supervisor, and Maintenance Manager

**MAIN PURPOSE OF THE JOB:**
To undertake Maintenance tasks on all College properties and buildings, primarily skilled tasks associated with carpentry, joinery and glazing.

**KEY TASKS AND RESPONSIBILITIES WILL INCLUDE BUT ARE NOT LIMITED TO:**
- Working independently, monitoring the condition of college joinery and glazing, reporting the need for major repairs and carrying out routine repairs and maintenance.
- Carrying out repairs and maintenance works to the building fabric and services commensurate with skills held – for example –
  - Joinery repairs and glazing, with redecoration as appropriate
  - Works to repair/replace ironmongery
  - Basic installations e.g. domestic kitchen fitting
- Small & medium scale carpentry projects
- To oversee the Carpentry workshop, tools and surrounding area, keeping them in a safe and tidy condition, and to monitor stocks of materials
- Day to day supervision of joinery machines and ventilation equipment
- General tasks as required/appropriate, including –
  -Resetting trip switches
  -Reading utility meters
  -Unblocking sinks, drains etc
  -Descaling and polishing, general refinishing
  -First response, eg delivering temporary heating/lighting, installing window film
  -Installing & checking appliances where appropriate

**ADDITIONAL RESPONSIBILITIES:**
- To maintain the Carpentry workshop and surrounding area in a safe and tidy condition
- Any other task as may be required from time to time as directed by the Maintenance Manager, commensurate with the role, level of responsibility and person specification.

**SCALE OF RESPONSIBILITY:**

Ability to manage day-to-day work activities with little supervision, referring problems to Buildings Supervisor as necessary

**PRACTICAL REQUIREMENTS:**
Level 1 Diploma (Carpentry) certificate or equivalent relevant experience
Experience of or interest in historic buildings

JOB DESCRIPTION PREPARED BY: Maintenance Manager, Buildings Supervisor