



<b>Job Description</b>	Carpenter/General repairs & maintenance
Reports to	Senior Site Manager
Version No.	1
Date	November 2020
Location	Newtown (Travel required)

### **Purpose of role**

To undertake carpentry construction, repair and maintenance works at both Commercial and Domestic sites as required by the business.

### **1. Main duties and Accountabilities**

- Use your carpentry skills to undertake the construction, general repairs and maintenance of domestic properties and commercial buildings in accordance with Building Regulations.
- Ensuring that all carpentry works that you undertake conform to relevant standards, legislative requirements, polices and protocols in accordance with Company procedures and safety Standards.
- Maintain a clean, safe working environment at all times for yourself and your colleagues, moving and disposing of debris as required and storing tools securely when not in use.
- Assist with the completion and timely submission of quotes and other internal paperwork in accordance with company requirements.
- Liaise with customers to undertake work in their properties in a timely and convenient manner
- Ensure the company vehicle is stocked correctly in order to carry out tasks
- Ensure that vehicle housekeeping is undertaken regularly and that all vehicle stock is stored appropriately and safely within the vehicle
- Undertake training to improve knowledge and skills as required
- In addition to the primary trade, the post holder will also be expected to be able to demonstrate competencies in other complimentary trade disciplines. The post holder will be expected to use these complimentary skills on a regular basis, as and when directed, for the benefit of the company. Other multi-trades could include: Plastering, painting and decorating, bricklaying, flooring, tiling, basic plumbing, groundworks and general labouring. This list is

not an exhaustive list and is subject to change in line with business requirement.

- Represent the company positively at all times in accordance with the company Code of Conduct, building a positive relationship with customers.
- Carry out such other duties and responsibilities as may reasonably be directed by Management

## **2. Customer Services**

- To provide excellent customer service to internal and external customers
- Ensure regular contact with the customer throughout works
- Liaise with both internal and external contacts in a friendly and helpful manner in order to uphold and strengthen the values of EOM and the wider Barcud.

## **3. Communication, Collaboration & Team working**

- Promote close communication with colleagues
- Assist colleagues to support the delivery of excellent services.
- Work collaboratively with colleagues across the Barcud Group to ensure a joined-up approach to service delivery.
- Establish and maintain good relationships with colleagues, suppliers and customers
- Mentor apprentices, trainees and work placements as and when required.

## **4. Planning & Organising**

- Manage own time to ensure that personal objectives are achieved.

## **5. Administration**

- Be responsible for all own personal administration, ensuring data is held and processed in line with GDPR regulations
- Maintain both manual and computerised record and filing systems in line with internal processes and audit requirements
- Use the appropriate technology as instructed by management

## **6. Health & Safety**

- Take responsibility for own Health & Safety.
- Ensure that all work is undertaken in accordance with the current health and safety legislation and undertaken in a diligent manner

## **7. Generic**

- Take responsibility for own personal development.
- Foster a climate of continuous improvement, participating in service improvement projects as and when required.

- Actively promote the Barcud Group’s Welsh Language scheme, and be aware of and act in accordance with the requirements of Equality & diversity legislation.
- Be aware of, and act in accordance with, the Group’s Confidentiality Policy, and the requirements of the Data Protection Act.
- Promote a positive image of EOM and the wider Barcud Group.
- Undertake any other duties commensurate with the level of the post as required by the company.

Signed by member of staff: .....

Date: .....

Signed by Line Manager: .....

Date: .....

