



barcud

Job Description

Multi-trade Carpenter

All criteria are Essential unless indicated otherwise

Reports to: Team Leader

Responsible for: Apprentices

Overall Job Purpose: To effectively and efficiently undertake carpentry and other maintenance work within occupied and un-occupied properties. This role provides variety and exciting challenges for a skilled craftsperson with carpentry background, but can turn their hand to many other aspects within the building profession. The individual will be expected to work in a variety of maintenance disciplines to a high standard.

Key Responsibilities – Functional:

- To carry out carpentry and woodwork repairs to domestic properties, and undertake new work up to and including 1st/2nd fix as required by the Team Leader.
- Carry out repairs including guttering, fencing, kitchen units, some ladder work, roof work and interior refurbishment as required,. The post-holder is expected to be proficient at the following tasks: hang doors, door hardware, set windows, layout for stairs and common rafters, tiling, basic plumbing patch-plastering, painting and basis brickwork skills.
- Be up to date with fire requirement when fitting fire doors, ensuring that the doorsets are installed in accordance with current building regulations and British standard requirements.
- Drive a vehicle as required according to the Highway Code and Barcud's rules and regulations.
- Liaise regularly with tenants concerning works orders – from making the appointment, keeping the tenant informed of progress as well as ensuring that any follow-on jobs are completed. Treat the tenant with respect at all times
- Deal with emergencies, both in and out of working hours.

- Liaise with tenants to undertake work in their homes in a timely and polite manner.
- Participate in any training required for completion of duties.
- Ensure that all works and materials are procured in accordance with Barcud's procurement strategy.
- Be conversant with IT, as timesheets, and job cards will be received via a smart-phone as well as e-mail communication.
- Adhere to all Health and Safety requirements and procedures.
- Ensure the vehicle is stocked correctly in order to carry out tasks, and complete repairs during without the need for follow-on visits.
- Be available and respond promptly to emergency call outs on a rota basis as and when required by the organisation.
- Ensure that vehicle housekeeping is undertaken regularly and that all vehicle stock is stored appropriately and safely within the vehicle.
- In addition to the primary trade, the operative will also be expected to be able to demonstrate competencies in other complimentary trade disciplines. The Operative will be expected to use these complimentary skills on a regular basis, as and when directed, for the benefit of the organisation. Other multi-trades could include: Plastering, painting and decorating, roofing, flooring, tiling, basic plumbing. This list is not an exhaustive list and is subject to change in line with business requirements.

Key Responsibilities – Corporate:

- To provide excellent customer service to internal and external customers, keeping tenants up to date, and being caring and courteous at all times.
- Ensure that all work is undertaken in accordance with the current health and safety legislation and undertaken in a diligent manner, considering tenant's cultural and diversity needs are managed and identify and implement opportunities for making best use of all resources.
- Ensure that Barcud and its staff comply with all legal requirements and where possible best practice.
- Ensure that you implement the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.

- Promote effective communications, excellence in customer service, and a focus on continuous improvement in all aspects of Barcud's work.
- Mentor apprentices, trainees and work placements as and when required.
- To carry out such other duties and responsibilities as may reasonably be directed by Management.

This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.



barcud

Personal Specification

Multi-trade Carpenter

This person specification details the experience and skills for the position of Multi-trade Carpenter at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

All criteria are essential unless indicated otherwise

Qualifications:

- City Guilds or NVQ 2 Carpentry.
- Evidence of continually developing professional knowledge.
- Must have full driving licence.
- Safety Awareness certificate. **(Desirable)**

Experience:

- Have at least 2 consecutive years experience of working in the industry.
- Worked as part of a team undertaking cyclical and servicing contracts.
- Providing a customer focused service whilst achieving challenging targets and objectives.
- Experience of working in a similar role. **(Desirable)**
- Knowledge of workplace safety, such as safe lifting and safe operation of hand and power tools etc.
- Good attention to detail.

Knowledge/Skills:

- Have interpersonal skills.
- Up to date health and safety knowledge.
- Ability to receive works orders, appointments and e-mails through a smart phone, and record work done effectively through the use of modern technology appliances.
- Sound knowledge of performance management and how this contributes to business success.
- A strong commitment to providing a high quality service.
- Capable of working to tight deadlines.
- Undertake tasks without supervision and able to work individually and in a team.
- Good communication skills.
- Ability to develop own skills and learn new ones.
- Ability to complete paperwork accurately and to a high standard.
- Ability to communicate through the medium of Welsh. **(Desirable)**

Personal Qualities:

- A strong commitment to high quality customer service.
- Adopts a flexible approach to the requirements of the job.
- Adapts positively to change.
- Team Player.

- Able to meet the physical requirements of the role – including bending, kneeling, lifting heavy objects, occasionally working at heights and in confined spaces.