



**Facilities Directorate
Estate Services
Maintenance and Operations**

Maintenance Carpenter and Joiner

We are seeking an experienced Maintenance Carpenter/Joiner to join the Building section of the Estate Services department. Responsible to the Building Supervisor you will be expected to provide a high quality joinery service across the University campus, undertaking repairs and further works.

You will have a recognised carpentry and joinery qualification (City and Guilds, NVQ or equivalent). You will have successfully completed a carpentry/joinery apprenticeship and have demonstrable on-site experience, preferably within a similar large and complex environment. Additionally, it is essential that you possess a full current valid driving license upon appointment.

Working as part of a team, you will be flexible, with good communication and interpersonal skills. You will also have the ability to work unsupervised and use your own initiative in assessing and diagnosing problems.

University Grade 5 (£21,391 to £24,775)

**Informal enquiries may be made to, David Mara, Senior Supervisor-Building
+44 (0)113 343 4979, email D.Mara@leeds.ac.uk**

Closing Date: 30 July 2015

Ref: FDEST1010

**Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs**

Job Description

Responsible to: Senior Supervisor

Reports to: Building Supervisor

The purpose of the role is to provide a high quality joinery service across the University campus, ensuring that all works are completed safely and in a timely manner

Main Duties and Responsibilities

- Assessing and diagnosing problems, and suggesting appropriate courses of action, including knowing when to escalate to the appropriate level
- Making, fixing, and repairing, all joinery items as required
- Fixing, re-fixing, or repairing; ironmongery, hinges, locks, door closers, and similar equipment
- Replacing sash cords, window cords, blinds, and curtains
- Carpentry work on partitions, floors, roofs, and structures
- Operating wood working machinery, to include; circular saw, band saw, surface and thickness planer, morticer, and spindle moulder
- Measuring, setting out, and manufacturing, purpose made joinery items
- Working from steps or ladders and using all relevant tools and equipment in a safe and effective manner
- Erecting and using independent access scaffolding systems, and working at height off fixed or travelling scaffolds
- Driving University vehicles when required, in order to transfer materials and/or tools, across the University estate
- To carry out Typographer duties (i.e. sign writing) as directed by the Joinery/Building Supervisor
- Working on own initiative with minimal supervision
- Working as part of a team and assisting other trades when required
- Undertaking suitable training, and learning new techniques, as required by management.
- Undertake the role in line with Estates Services and University values and standards
- Be aware of health and safety issues and take reasonable precautions to ensure the health and safety of yourself, and other persons, at all times
- Be willing to work outside of normal working hours.
- Undertaking any other duties as may reasonably be required, consistent with the grade of the post

Hours of Work

35 hours per week, Monday to Friday. This role may require some work in the evenings, weekends, bank holidays, University closed days and covering University Open days.

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>

Person Specification

Essential

- Recognised carpentry and joinery qualification (City and Guilds, NVQ Level 2, or equivalent)
- Successfully completed a carpentry/joinery apprenticeship, and have significant on-site experience
- Experience of working with a variety of materials, woodworking tools/machinery, and scaffolding systems
- Good oral communication and interpersonal skills
- Good customer care skills with a commitment to providing excellent customer service to client departments and end users
- Basic IT/keyboard skills
- Full current valid driving licence
- Good understanding of relevant health and safety legislation
- Ability to work effectively as part of a team but also on own with minimal supervision
- Ability to use own initiative to assess and diagnose problems
- Flexible approach to all tasks, with a willingness to work outside of normal working hours when required
- Commitment to demonstrate behaviours in line with the University of Leeds values
- Willingness to learn new skills and attend relevant training course as required

Desirable

- Qualifications in operating wood working machinery (NVQ, City and Guilds, or equivalent)
- Experience of working in a similar large and complex environment, or comparable public services maintenance experience

Additional Information

Details of the terms and conditions of employment for all staff at the University, including information on pensions and benefits, are available on the Human Resources web pages accessible at <http://hr.leeds.ac.uk/>

The Partnership

To be aware of and work in line with The Partnership working with students as members of a learning community to provide world class education and an excellent student experience. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service Checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in the Estates Central Boiler House building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.