

JOB DESCRIPTION

Job Title:	Carpenter
Grade:	3
Reporting to:	Maintenance Supervisor
Basis:	Full-time. Permanent.
Responsible for:	Undertaking carpentry and joinery maintenance tasks

Context of the Role:

Falmouth Exeter Plus is the service delivery partner of Falmouth University and the University of Exeter. Delivering shared services and facilities for both partners in Cornwall underpinned by close collaboration with The Students Union (the combined students' union for Falmouth University and University of Exeter (Cornwall)).

We are a private company limited by guarantee with charitable status, wholly owned by Falmouth University (Falmouth) and The University of Exeter (UoE) on a 50:50 basis.

The Infrastructure Directorate is responsible for all FX Plus managed infrastructure (physical and digital), ensuring the provision of safe and highly available platforms to the partnership.

Overall Purpose of the Role:

The role is responsible for carrying out preventative and reactive maintenance tasks involving carpentry, joinery and associated tasks in academic buildings, student accommodation buildings and the external estate; liaising closely with wider Estates team and the Estates Helpdesk.

Specific Duties and Responsibilities:

1. Responsible for undertaking and resolving all reactive maintenance tasks allocated to the Carpenter workflow to a high standard. The tasks are varied and can include; door and window repairs, fire door checks and adjustments, general carpentry tasks, kitchen fit outs, building fabric repairs, external timber repairs such as fencing, timber panelling; etc
2. Assisting in the identification of materials and parts for maintenance tasks, including assessing stores stock levels.

3. Responding to issues and investigating works, and providing job status updates to ensure appropriate information is logged and recorded on Planon (Maintenance Tracking System)
4. Responsible for planned maintenance, servicing and health checks including fire door checks, rainwater goods, student residence room checks, lock and hinge maintenance, etc.
5. Provide advice, guidance and assistance to trainees, apprentices, and other team members related to carpentry and joinery maintenance tasks.
6. Work closely with all Estates trades staff from the Building and Engineering maintenance teams, supporting all maintenance activities when required, including non-carpentry works.
7. In addition to routine maintenance tasks, carry out appropriate care and control of tools, PPE, COSHH controlled substances, keys, access equipment, vehicles, etc
8. Assist with general site operations from time to time as required, e.g. car park management, preparation for events including graduation ceremonies, responding to adverse weather events including snow clearance and drain clearance, etc
9. Participate in the out-of-hours on call rota on a shift/rota basis with other members of the maintenance teams.

General Duties and Responsibilities:

1. Achieve service objectives with professionalism, expertise, and efficiency, considering the diverse needs of our customers and striving for excellence in service delivery.
2. Demonstrate a collaborative and positive mindset, prioritising teamwork and long-term sustainable solutions.
3. Ensure all tasks are conducted in line with FXPlus Sustainability, Environmental and Health and Safety Policies.
4. Comply and adhere with all policies and guidance related to Equality, Diversity, and Inclusivity within FX Plus and challenging discriminatory practices and behaviours.

5. Actively engage in organisational processes, training, and activities necessary for effective service delivery and professional development, including the annual Performance Development Review (PDR) process.
6. Demonstrate a flexible attitude and actively support the Universities and FX Plus in evolving to meet existing and future needs, undertaking additional duties as necessary to support the effective functioning of the Estates dept.

PERSON SPECIFICATION

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Recognised apprenticeship, City & Guilds or NVQ equivalent in carpentry, joinery <p>Desirable</p> <ul style="list-style-type: none"> • Full clean driving license • IPAF/PASMA Training • Asbestos Awareness • Fire Door Inspection Training
Knowledge and experience	<p>Essential</p> <ul style="list-style-type: none"> • Recent experience of working in a building maintenance or construction environment. • Demonstrable experience of working in a carpentry / joinery role, and in the use of carpentry hand and power tools, wood working materials, workshop machinery, etc • Good knowledge and understanding of all H&S related requirements related to the role. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working with or in a large multi-building organisation and/or education institution. • Experience of working with access equipment, including mobile platforms, access towers, ladders.
Skills and attributes	<p>Essential</p> <ul style="list-style-type: none"> • Good communication skills • Ability to traverse a large site, including working at height, in workshops, outdoors, etc • Ability to think of and implement innovative solutions to carpentry/joinery issues. <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of electronic work allocation systems, use of iPads, etc