

JOB DESCRIPTION

Job Title:	Carpenter
Grade:	4
Reporting to:	Maintenance Supervisor
Basis:	Full-time. Permanent.
Responsible for:	Organising and delivering 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 Carpenter is a key member of the Estates Service with responsibility for ensuring that the maintenance requirements of the campus and associated assets are undertaken in a safe and efficient manner.

The post holder will work closely with both the Building and Engineering Maintenance Supervisors and the wider Estates teams to ensure that estate maintenance requirements are well defined, co-ordinated with other activities and reported and monitored through the Estates Helpdesk.

The postholder will liaise closely with key stakeholders across FX Plus and both universities. They will support in carrying out planned and reactive maintenance activities; ensuring that work is performed safely, professionally and efficiently, and providing trade-specific technical advice when contributing to the planning and delivery of works

Specific Duties and Responsibilities:

1. 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.
2. Responsible for undertaking and resolving all maintenance tasks allocated to the Carpenter workflow to a high standard. The tasks are varied and can include; door and window repairs, statutory fire door checks and adjustments, general carpentry tasks, kitchen fit outs, building fabric repairs, external timber repairs such as fencing, timber panelling; etc
3. Identification and ordering of materials and parts for maintenance tasks, including assessing stock levels and organising stores.
4. Act as liaison for contracted labour, providing direction and as necessary supervision to ensure works are completed in accordance with technical and safety requirements.
5. Responding to issues and investigating works, and providing job status updates to ensure appropriate information is logged and recorded in an accurate and timely manner on Planon (Maintenance Tracking System)
6. Responsible for statutory and mandatory planned maintenance, servicing and health checks including on fire doors, rainwater goods, student residence room checks, lock and hinge maintenance, etc.
7. Provide advice, guidance and shoulder to shoulder assistance to trainees, apprentices, and other team members related to carpentry and joinery maintenance tasks.
8. Work closely with all Estates trades staff from the Building and Engineering maintenance teams, supporting all maintenance activities when required, including non-carpentry works.
9. In addition to routine maintenance tasks, carry out appropriate care and control of tools, PPE, COSHH controlled substances, keys, access equipment, vehicles, etc
10. Contribute to development of safe working practices for carpentry tasks, including developing risk assessments, for correct safe use of workshop machine tools.
11. 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

12. 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 role objectives with professionalism, expertise, and efficiency, considering the diverse needs of our customers and striving for excellence in service delivery.
2. Support a culture of service excellence, ensuring performance and service standards for our university partners are met whenever possible. Prioritise fairness, efficiency, and responsiveness to customer needs in all interactions.
3. Demonstrate a collaborative and positive mindset, prioritising teamwork and long-term sustainable solutions. Recognise the equal importance of relationships and achievements/outcomes and foster a culture of learning and mutual accountability.
4. Support keeping FX Plus, Falmouth University and the University of Exeter compliant with all legislation and adopted standards, including but not limited to Health & Safety, Equality, and Safeguarding.
5. Support sound financial management to optimise resource allocation and sustainability within the service domain, in alignment with the overall financial strategy approved by the FX Plus Board.
6. Support the identification, monitoring, and mitigation of functional risks, ensuring compliance with relevant legislation and policies while maintaining operational effectiveness.
7. Ensure the activities of the service area are conducted in line with its Sustainability, Environmental and Health and Safety Policies.
8. Support the promotion of Equality, Diversity, and Inclusivity within FX Plus, challenging discriminatory practices and behaviours while fostering an approachable environment as a 'Trusted Ally'.
9. Collaborate effectively with peers to cultivate a culture of excellence, innovation, and efficient service delivery across the organisation.

10. Support a culture of continual improvement within the service domain, actively seeking opportunities for effective change and proposing innovative improvement initiatives.
11. Demonstrate a flexible attitude to change 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 service, without altering the core responsibilities of the role.

PERSON SPECIFICATION

Attributes	Essential Requirements	Desirable Requirements
Education / Qualifications	Relevant professional qualification in carpentry or joinery; such as a recognised apprenticeship to a minimum Level 3; or equivalent demonstrable skills and experience Recognised Fire Door Maintenance Qualification (e.g. FDIS) Full valid UK driving licence	Relevant HNC level qualification. IPAF license Pasma training Asbestos awareness training Working at Height
Experience / Knowledge	Recent and relevant demonstrable experience in estates maintenance Recent and relevant experience of using computer-aided facilities management systems (CAFM) systems. Significant experience in self-managing a range of carpentry maintenance tasks, including identifying and order parts / materials Good knowledge and understanding of all related legislation including, but not exclusively, environmental and health & safety law. Demonstrable knowledge of interpreting complex drawing, plans and layouts to facilitate fault finding and maintenance tasks. Proficiency in the use of Microsoft Office suite of software.	Previous HE experience. Experience of Mobile elevated platforms
Skills / Personal Requirements	Aptitude for working in complex environments with the ability to demonstrate sound judgment and decision-making. Excellent written and oral communication, relationship building and networking skills. Ability to interact with stakeholders on all levels Ability to work to tight deadlines and to take responsibility for meeting agreed targets.	