



St Mary's  
University  
Twickenham  
London

## JOB DESCRIPTION

- Service:** Estates & Campus Services
- Job Title:** Carpentry and Joinery Maintenance Technician
- Responsible to:** Maintenance Manager
- Hours:** 36 hours per week, 52 weeks per year. The post holder is expected to work flexibly in order to meet the needs of the service.
- Salary Band:** Band F, point 22
- Starting Salary:** £26,715 per annum
- Annual Leave:** 23 days per annum rising to 25 days after 5 years' service

### Overall purpose

As Carpentry and Joinery Maintenance Technician, you will be part of the Estates maintenance team and report to the Maintenance Manager. The nature of this role is such that the post holder will at times be entrusted with a high degree of autonomy in order to allow organisation and progression of daily workloads. The post holder is required to demonstrate how their organisation makes the best use of time and resources in order to achieve effective repairs and works, with minimum disruption, to a high standard and be supported by daily completion and return of general administration to the Maintenance Helpdesk.

This role compliments the maintenance team by providing professional carpentry, joinery and other technical maintenance duties to support the estates day-to-day, cyclical and planned maintenance needs. The role will also require the technician to undertake various other minor installations and or modifications to support the team. These duties include but are not limited to tiling, basic electrical works, general plumbing, painting, window and block repairs and flooring.

## **Duties and Responsibilities**

1. To carry out general maintenance work. Work will normally be given through a work ticket system. The post holder will be required to complete a timesheet and stock control request as part of the ticket.
2. To carry out carpentry, including the repair of door frames, doors, skirting boards, windows etc. Ensure any repairs are painted to be in keeping with the surrounding area and in keeping with the general appearance of the University.
3. Carry out joinery and repair works to areas such as sash windows, kitchen units.
4. To use carpentry skills to repair fixed furniture such as kitchen units, wardrobes etc.
5. Replace faulty locks, cut keys for new locks.
6. Ensure the regular clearance of roof and ground level drainage and guttering systems.
7. Carry out general decorating and painting.
8. Replace damaged carpet tiles in hostels and carry out temporary repairs to carpets. Treatment of hard floors, repair of scratches.
9. Carry out tiling of areas as required, including tiling of shower cubicles, kitchen areas etc.
10. To provide non plumbing assistance to any member of the in-house labour team as directed.
11. To assist the Electricians in carrying out planned preventative maintenance work, including emergency lighting testing and replacing lamps.
12. To assist the plumbing members of staff in carrying out small installation and project work with other team members.
13. To carry out planned preventative maintenance work including descaling, drain clearance and other associated duties.
14. Attend necessary in-house or external training as required.
15. Ensure work area is kept clean tidy and secure at all times.

16. When directed, supervise staff ensuring they are adequately briefed on duties and are able to execute and complete work. This work may also include escorting external contractors.
17. Make recommendations regarding improved work practices, labour and machinery utilisation.
18. Open and lock up premises in absence of the Duty Manager.
19. To work to an out of hours call out rota.
20. Work within all current University policies and have an appropriate Health and Safety awareness.
21. To be available to cover the Stores Person/ Key Cutter duties as required.
22. To use the University radio system to keep in contact during the hours agreed with the Maintenance Manager.

The above list is not exclusive or exhaustive and the post holder may be required to undertake such other duties as may be required by the Maintenance Manager. The role is continually evolving in line with both legislation and the University's Strategic Aim of improved sustainability. The post holder is required to be co-operative and flexible in line with the needs of the post and the Department of Estates & Facilities.

## **PERSON SPECIFICATION**

### **Essential**

- Fully qualified carpenter, with City & Guilds, NVQ or Apprenticeship in Carpentry.
- Demonstrable experience in a similar role.
- Ability to carry out Domestic Repairs and Maintenance, including carrying out tiling, carpentry, basic electrical skills, plumbing, painting, window repairs, lock repairs, fixing hardwood doors, frames, skirtings and flooring etc.
- Good interpersonal skills with the ability to communicate positively and effectively
- Well organised
- Ability to work well in a team context and also with minimal supervision
- Willingness and ability to become familiar with and work within University Guidelines
- Strong Health & Safety awareness
- Full driving licence

**Desirable**

- Some experience in refurbishment

**Please Note:**

The postholder will be expected to bring his/her own personal tools and ensure they are in safe operating condition.

All necessary Personal Protective Equipment including overalls will be provided.

**St Mary's University reserves the right to change and amend this job description/person specification in accordance with the changing requirements of the organisation.**

**St Mary's University appoints new staff on the starting salary.**