

## Role Profile: Carpenter Multi

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<b>Department:</b>	University of Southampton
<b>Location:</b>	Southampton
<b>Hours:</b>	40hrs
<b>Salary:</b>	£16.25 - £33,800 per annum
<b>Benefits:</b>	23 Days Holiday, Sick Pay Scheme, Pension and Life Assurance
<b>Who you report to:</b>	Supervisor

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### SUMMARY OF ROLE

Mountjoy Ltd has an opportunity to provide reactive repairs planned preventive maintenance and project work across the University of Southampton residential halls and estates.

We are seeking a conscientious and enthusiastic Carpenter Multi with a can-do attitude and flexible approach. Trades persons must have relevant qualifications and broad commercial and domestic experience in their core trades with additional experience and capability to complete tasks outside their core competency. The operative must maintain a professional appearance and attitude and be polite and courteous at all times. It is a further requirement that all operatives must pass an Enhanced DBS.

#### **The key activities you will undertake in this role will be:**

A wide variety of carpentry repairs in occupied student accommodation, buildings and empty rooms. The work will include; fitting of various types of doors (inc Fire door), first and second fixing carpentry, kitchen installations, ceramic wall tiling, Carpet tiling and minor decorative works.

### KEY RESPONSIBILITIES

- Diagnose and rectify faults within core and other trades related repair requests.
- To ensure that the quality of work meets the highest possible standards at all times.
- Support all trades to deliver a professional and safe maintenance and repairs service.
- Respond swiftly to all emergency situations and resolve them efficiently.
- Keep the customer/office up to date with progress and plans.
- Undertake all work efficiently and cost effectively, minimising non-productive time wherever Possible. Apply applicable Health & Safety rules in all you do, using risk assessments, method statements and PPE when needed.
- Maintain tools, plant and equipment in a safe, clean and workable condition.
- Using your PDA maintain accurate records of works undertaken with photographic evidence as necessary, reporting any difficulties encountered to the Service Manager and /or Supervisor.
- Ask your Supervisor for assistance when required.
- Be willing to work out of hours to the requirements of the client and participate on the call out rota.
- To work within the Mountjoy group and assist other contracts as directed by the Contract Manager as and when the business dictates.
- Maintain your company vehicle in a clean and tidy condition at all times and report any defects to the Supervisor in a timely manner.
- Be an inclusive part of the team
- Ensure your Van is clean and tidy with ease of access to tools, equipment, and van stock at all times.
- Embrace the Mountjoy ethos of “Integrity, built-in - doing the right thing even when no one is looking”.

## SKILLS REQUIRED

- Able to use the phone or PDA to communicate effectively, explaining yourself clearly and concisely understanding what information you need or need to provide;
- Be comfortable in dealing with residents, and representatives of Southampton University. Remain professional at all times.
- Understand the need to complete outstanding pieces of work and deal with work, completely and in one go.
- Have an organised approach to meet the demands of Mountjoy and UoS in an effective and timely manner.
- Be a team player ensuring lessons learnt, and good practices are shared amongst the team for future benefit of the service.
- Be proactive in identifying your development needs and doing something to overcome them.
- Have a practical approach to health and safety, ensuring that you and others are safe at all times.
- A problem solver and be able to work out what is a proportionate and necessary repair, learning from your previous experiences.
- Be able to self-manage and be self-motivated, prioritizing and programming work in the most efficient manner.
- Be able to use knowledge and judgement to make the right decisions and find effective solutions to problems.

## KNOWLEDGE REQUIRED

- Be able to demonstrate you are a competent tradesperson and have the tools to do the work.
- Have the prerequisite technical, statutory, and legislative knowledge for the trades you perform for the company ensuring you keep abreast of updates and changes.
- Have knowledge of the materials and methods used in the building and maintenance industry.

## QUALIFICATION REQUIRED

- NVQ level 2-3 in carpentry or equivalent.
- Must be competent in 2 other secondary skills

## EXPERIENCE

- 2 – 5 yrs. experience of working in Building Maintenance and Educational environment.