



Job Description

Job Title:	Maintenance Technician (Carpenter)
Department/Section:	Estates Directorate
Reports to:	Reactive Works Supervisor
Principal Contacts:	Estates Department, Managers, Staff and Service users
Job Purpose:	To provide a specialist maintenance service to the Trust, including building maintenance and the operation, installation and overhaul of equipment.
Responsible for:	People: Finance: Other physical resources: Safety of equipment in use.

Main Duties and Responsibilities:

(This list is intended to define the main duties and responsibilities that are required to be undertaken by the post holder and is not a comprehensive list of all duties that may be required from time to time)

Under the direction of the Reactive Works Supervisor to:-

1. Undertake, in a timely and professional manner, general and specialist maintenance duties for minor new works and to prepare, adapt and/or maintain the integrity and quality of the Trust's Estate. This will include Residential Homes, Community Properties, Lifeskills locations, the Rare Breeds Centre and administration facilities.
2. To undertake carpentry repairs/new work and general multi skilled building and maintenance tasks including: - painting and decorating/brickwork/blockwork, tiling, roofing, plastering, groundworks, gardening and drainage works including clearing blockages.
3. To assist in moving and handling with regard to the removal and reinstatement of furniture, fittings, waste, equipment and materials.
4. To work as required, at heights, from scaffold platforms, ladders or mechanical equipment as determined by risk assessment.
5. To operate equipment, and plant provided in a safe and efficient manner in compliance with regulations and health and safety legislation to include the use of guards and personal protective clothing and equipment. Ensuring workshop is kept in a safe, clean and tidy condition at all times.
6. To ensure site safety before, during and after work. To follow risk assessments and reasonable management instructions. To report any defects or hazards identified taking steps to protect self /others. To ensure equipment is used in accordance with instructions and guidance and kept safe at all times.
7. To support the Reactive Works Supervisor in implementing health and safety responsibilities, as directed, and to ensure all work undertaken meets the legislated health and safety requirements as necessary.



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8. To assist the Reactive Works Supervisor in estimating, ordering and maintaining supplies, equipment and materials and deliveries including driving Trust vehicles to collect / deliver the same.
9. Driving Trust vehicles ensuring the vehicles are kept in a clean condition and that safety inspections and maintenance schedules are completed in a timely and regular basis.
10. To assist other members of the Estates team in their duties and to work as part of the team.
11. At all times to assist and promote the wellbeing of the people COT support and their care staff.
12. From time to time carry out or assist other duties as instructed. On rare occasions and emergencies this will require working unsocial hours.



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Additional Information

Driving:

There is a requirement for the post holder to drive in order to fulfill the requirements of the role. This may involve driving a COT car vehicle driving licence details will be required and reviewed on an annual basis.

Variation to Usual Working Hours:

The post holder is not required to participate in an 'on-call' rota. However, they may occasionally be required to work outside of their usual working pattern/hours in order to cover emergencies and meet

Lone Working:

There may be a requirement for the post-holder to lone work during the course of the working day.

First Aid:

There is no requirement for the post holder to be a qualified first aider and appropriate training will be offered and maintained.

Physical Effort:

- Frequent (daily) moderate to high physical effort is required throughout the day to perform this role.
- Frequent exposure to repetitive movements such as standing, sitting, bending, reaching, walking, repetitive movements. Moderate exposure to lifting, carrying, moving equipment, loading/unloading, crouching, kneeling, working in restricted places and outdoors.

Mental Effort:

- Frequent periods of concentration are required when dealing with maintenance work, communicating and record keeping.

Emotional Effort:

- Maintaining a positive attitude when dealing with stressful or emotional situations.



Person Specification

Job Title:	Maintenance Technician (Carpenter)		
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Reports To:	Reactive Works Supervisor		
Specification Headings	Essential	Desirable	How to Assess
Experience: (Duration, type & level of experience necessary)	At least 3 years' experience of carpentry including both internal and external work. 3 years' experience of general building skills. Must be able to work at heights subject to risk assessment.	Work in area where vulnerable adults / children are present	Application Form Interview References
Qualifications: (Number, type, level of qualifications. Equivalent experience, if appropriate)	Served apprenticeship or relevant vocational qualification in carpentry. C&G / NVQ similar	PASMA or similar – tower working. First aid certificate Moving and Handling Certificate Abrasive wheels	Application Form Proof of award
Skills, Knowledge & Aptitude:	Practical experience of both internal and external work. Health and Safety knowledge. See apprenticeship requirement above.	Knowledge or risk assessment – ability to contribute to process and maintain control measures.	Application Form Interview Relevant Certificates
Personal Qualities and Behaviours:	Professional approach to addressing the needs of adults with learning disabilities. Patience / understanding / awareness. Must be able to work as part of a team or lone work. Be proactive towards health and safety in the work place.		Interview References
Other Requirements: (factors which are ideally required for an individual to carry out the full duties of the job)	Initial and ongoing clear DBS record check (obtained by the Trust initially upon offer). Two satisfactory references. This role requires regular levels of moving and handling activity and the post holder needs to be in general good health as a degree of fitness is required. Able to demonstrate compassion and empathy for the people we support. Full UK driving licence.		Interview Appropriate documentation