



# barcud

## Job Description

### Carpenter

All criteria are Essential unless indicated otherwise

**Reports to:** Team Leader

**Responsible for:** N/A

**Overall Job Purpose:** Effectively and efficiently undertake carpentry maintenance within Barcud housing stock and other properties in a variety of disciplines working independently or as part of a wider team.

#### Key Responsibilities –

##### Carpentry:

- Carry out carpentry and woodwork repairs to all domestic properties, and undertake new work up to and including 1st/2nd fix, as required.
- Carry out repairs including guttering, fencing, kitchen units, some ladder work, roof work and interior refurbishment, as required.
- Ensure that all carpentry works undertaken conform to a high standard of workmanship including legislative requirements as appropriate as well as policies and protocols in accordance with Barcud's standards.
- Deal with emergencies, both in and out of working hours.
- Liaise with tenants to undertake work in their homes in a timely and polite manner.
- Participate in any training required for completion of duties.
- Ensure that all works and materials are provided in accordance with Barcud's procurement strategy.
- Provide Carpentry advice to colleagues across the business.
- Be available and respond promptly to emergency call outs on a rota basis as and when required by the Association.
- Ensure that vehicle housekeeping is undertaken regularly, and that all vehicle stock is stored appropriately and safely within the vehicle.
- As required, undertake trade duties in different disciplines to adapt to Barcud's changing business requirements.

**People:**

- Mentor apprentices, trainees and work placements as and when required.
- Promote a high-performance culture that drives continuous improvement and efficiencies.
- Communicating the priorities, plans, vision and objectives of the Association to ensure effective delivery to the agreed service standards and targets.

**Corporate**

- Promote, develop and manage effective partnerships with internal and external stakeholders to achieve continuous improvement in the provision of services.
- Promote Health and Wellbeing initiatives throughout the organisation.
- Provide excellent customer service to all internal and external customers.
- Work within the Association's equality, diversity and inclusion policies at all times and in all aspects of service delivery and employment.
- Ensure that the Association and its employees comply with all legal, statutory and regulatory requirements along with best practice.
- In all aspects of the Association's work, to promote effective communications, excellence in customer service, and a focus on continuous improvement.
- Carry out such other duties and responsibilities as may reasonably be requested.

*This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, the duties may be reviewed and revised as deemed reasonable and appropriate.*



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## Personal Specification

### Carpenter

This person specification details the experience and skills for the position of Carpenter at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

#### Qualifications:

- City Guilds or NVQ 2 Carpentry.
- Evidence of continually developing professional knowledge.
- Full clean driving licence.
- Safety Awareness certificate. (D)

#### Experience:

- Have at least 2 consecutive years experience of working in the industry.
- Working as part of a team undertaking cyclical and servicing contracts.
- Providing a customer focused service.
- Partaking in the delivery of a range of projects on time and within budget.
- Achieving challenging targets and objectives.
- Providing a customer focused service.
- Evidence of achieving excellence in review and delivery of services and commitment to continuous improvement.

#### Knowledge/Skills:

- Proficient at the following tasks: hang doors, door hardware, set windows, layout for stairs and common rafters, tiling, basic plumbing patch-plastering and basis brickwork skills.
- Project management skills with an ability to plan, organise and prioritise effectively, in order to achieve targets and meet deadlines.
- An ability to work unsupervised.
- An ability to become an effective team member.
- Good attention to detail.
- General knowledge of Health and Safety, especially workplace safety.

- Good interpersonal skills.
- Good verbal communication skills.
- Able to undertake work which will be physically demanding.
- Able to speak Welsh. (D)
- Have organisational skills to be able to plan and prioritise own workload within agreed schedules.
- Ability to promote equality and diversity in all aspects of employment and service delivery.