



JOB PROFILE

Post Title:	Carpenter (B)
Directorate:	Safety, Security and Home Affairs Portfolio
Responsible to:	Foreman of works
Responsible for:	N/A
Grade:	B

Job Purpose

To improve the lives of all within our community and help the island thrive by delivering daily operations and maintenance services within the building maintenance section.

Responsible to the Foreman (Works) for the daily operations and services within the Building and Maintenance section in the execution of carpentry, woodwork and other building related tasks, which includes assist the decorators, plumbers/drainage and mason team

Main Duties and Responsibilities

The main duties and responsibilities will be to assist the building maintenance teams, in specific the carpentry teams with carpentry related tasks. Candidate must be physical fit, have interest in carpentry work and be willing to learn any additional skills needed. The duties of the carpentry teams will include the following works:

1. Prepare estimates of materials for the work required. (this requires understanding of building plans and sketches)
2. Manufactures specific items of furniture, including windows and doors. (to include machining/cutting of timber.
3. Repairs and constructs roofs and roof structures. (this includes working with sharp and dangerous equipment/tools, fabrication of trusses and purlins)
4. Erects stud partitions, panelling and ceilings.
5. Constructs repairs and replaces wooden staircases and floors. (requires precision and detailing.)
6. Erects and works from scaffolding. (must be able to be aware of surrounding, understand the risk of working at heights and
7. Carry out any other building maintenance and repair tasks as detailed by Line Manager.
8. Support other Tradesmen within the Maintenance team. (this includes assist with renewing and unblocking sewer lines, assist decorators with painting of buildings, assist masons with tiling, building,



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9. Be Responsible to look after any small stores, materials, on-site tools and equipment.

Special Conditions

- Work requires normal physical effort with periods of substantial effort.
- Work includes significant elements of inside and outside work involving some exposure to moderate noise, heat, cold and disagreeable or difficult surroundings and conditions.
- Might be required to work unusual and out of normal hours.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.</i>	ii
Analysis and use of Information: <i>Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information.</i>	ii
Decision Making: <i>Ability to act on own initiative and apply sound logic to simple decision making and problem solving.</i>	i
Working with Others: <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements</i>	ii
Communication: <i>Active listener and communicates clearly and effectively both orally and written</i>	i
Influencing and Persuading: <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	ii
Dealing with Change: <i>Flexible and adaptable to change.</i>	i
Continuous Improvement:	



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<i>Willing to learn and develop self and team in job role to work efficiently.</i>	i
Managing Resources: <i>Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.</i>	ii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Must have a reasonable command of Mathematics and English	E		✓
NVQ Level II in Carpentry or relevant work experience	E	✓	
Have a valid driver's licence in class A and C	E	✓	
Have a valid driver's licence in class B and D	D	✓	
Certified in the removal, safe handling and disposal of asbestos cement roof sheets.	D	✓	
Knowledge & Experience:			
Must be interested in carpentry related works	E		✓
Must be willing to learn new skills. Have knowledge and experience of carpentry and woodwork in the workshop and building site.	E	✓	✓
Basic knowledge of Health & Safety practises in the workplace.	E		✓
Skills and Abilities:			
Be physically fit to match the requirements of the post.	E		✓
Good communication skills.	E		✓
Ability to work co-operatively with other Trades.	E		✓
Good analytical and problem solving skills.	E		✓
Good organisational & time management skills.	E		✓
Ability to operate required equipment in a safe and responsible manner.	E		✓
Ability to read building specifications.	E		✓
Must maintain strict confidentiality.	E		✓



PERSON SPECIFICATION

Ability to work independently.	E		✓
Able to meet deadlines.	E		✓
Other:			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.			✓
Contribute to a positive working environment ensuring commitment to equality and diversity.			✓

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

N/A