



Oriel College

UNIVERSITY OF OXFORD

Carpenter / Joiner

Department: Maintenance

Supervised by: Building Maintenance Manager

Job Contribution: To carry out routine maintenance and improvements to all College property under the direction of the Master of Works.

Responsibilities:

- Keeper of the Keys. Cut and maintain the key library, update the records for all changes whether internal or externally provided. Maintain stock of key blanks and order replacements as necessary.
- Purchasing of replacement carpentry stock, and maintaining adequate stock levels for the maintenance Stores.
- Repair/renewal of doors.
- Repairs/ renewal of windows, including traditional timber sashes.
- Repair and replacement of all types of door and window ironmongery.
- Replacement of broken glass.
- Repairs/renewal of furniture.
- Installation of shelving and pin boarding.
- Repairs to fencing.
- Repairs and installation of kitchen units.
- Maintenance to the locks including electronic locks.
- External timber repairs.
- All joinery repairs and replacements.
- Repairs/renewal of curtain tracks and blinds.
- Plaster/plasterboard repairs.
- To provide cover for other maintenance staff during holidays, sickness and peaks in workload. This requires basic skill and capability in other trade functions.
- Use of ladders and tower scaffolding as some work at high levels will be required.

- Driving the College van between sites and to collect materials etc.
- Supporting other trades within the department.
- Attending training courses as required, and keeping up-to-date with changes in the industry.
- Ensuring your actions minimise risks to Health and Safety by:
- working safely and obeying College Health and Safety rules as set out in the College's Health and Safety Policy, and Staff Handbook;
- Ensuring chemicals are used and stored appropriately;
- Ensuring all accidents are reported using the College Accident Book, and all hazards reported to the Master of Works
- Having regard for the security of the College, reporting any suspicious activity or occurrence.
- Being part of the College's On-Call system.
- Ensuring that College uniform clothing is worn at all times.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the College and the overall business objectives of the College.

Qualities, Experience and Qualifications

Essential

- An ability to identify and meet the needs of both internal and external customers in order to deliver a high-quality service.
- An ability to communicate effectively with College members at all levels of seniority.
- Excellent communication skills (verbal, written and computer) enabling work with colleagues as a team on a consistent, long-term basis.
- A positive and helpful attitude towards work and colleagues.
- An ability to work independently and in a team.
- The post holder will be expected to occasionally work out of hours and at weekends and provide emergency out of hours cover. This will be paid as overtime.
- The applicant must be physically fit as the majority of work is of a manual nature.
- A recognised trade qualification, City & Guilds Certification etc.
- Full clean driving licence.

Desirable

- Advanced craft Carpentry & Joinery.
- SMSTS Card Holder.