



Job Description

Role Title: Multi skilled Carpenter.

Grade: E

Reporting to: Estates Officer (Community)

Department: Facilities Management

Location: South and Solihull Community Sites *

**From time to time you may be required to work outside of your area of responsibility and at an alternative location depending on departmental requirements, flexibility is essential.*

Role Purpose:

To undertake maintenance, repair works, installation and minor improvement works across the complete South Solihull Community estate, or any other properties associated with SSL customer's property portfolio as required.

Key Responsibilities:

To undertake the duties of a "**multi skilled**" Carpenter craftsperson, including but not limited to:

- Manufacture of purpose made joinery.
- Maintenance and repair of fire escapes, fire doors, locks, key cutting etc
- Replacement of damaged architectural timberwork
- Manufacture and hanging doors, fitting kitchen units, fixing notices and signs, manufacture and fixing shelving etc.
- General Building Works.
- Minor M&E PPM tasks i.e. emergency light testing, PAT testing, Fire Extinguisher Inspections etc.

Clinical:

Responsible for ensuring the post-holder understand and meets their professional responsibilities when coming into contact with both service users and clinical staff.

Communication

Internal: Estates and Facilities Managers, Admin team, Trust Managers and Staff, all other SSL and customer Staff as and when required.

External: Contractors and Suppliers.

Administration



- Maintain and update Archibus CAFM system with job progress / completion making sure all jobs are closed off in a timely manner.
- Update task lists / data sheets / site drawings / details to make sure all asset information is fully up to date.
- Responsible for the accurate completion of time sheets on a daily basis.
- Responsible for the preparation of detailed lists of materials and spares required for the execution of maintenance, repairs, installations etc. as required.
- Monitor critical spares for operational services, Stocktaking, general housekeeping.

Operational / Technical Activities

- Responsible for ensuring that all repairs are undertaken diligently, with due care, without undue delay and to a good standard.
- Follow management instructions at all times and communicate efficiently and effectively.
- Live SSL Values.
- Responsible for the inspection, checking and testing of plant and equipment as directed, in liaison with the users.
- Responsible for undertaking non routine (reactive) maintenance activities i.e. patient damage, new works as and when required to ensure building efficiency and safety are maintained.
- Responsible for the safety of mechanical and electrical plant and equipment and for safe working practices.
- Responsible for ensuring that all surplus materials, scrap, rubbish etc. are removed from the work area and that the work area is left clean and tidy upon completion of work undertaken.
- Responsible for ensuring that planned preventive maintenance work is undertaken promptly and efficiently, ensuring that all necessary log/record sheets are accurately completed. Also responsible for keeping the Team Manager fully informed of any delay in execution of any duties assigned.
- Responsible for fault finding and fault rectification to ensure building systems and equipment remain in efficient and safe operation.
- Responsible for actively participating in providing information based on experience, with regard to updating or setting up planned preventive maintenance schedules.
- Responsible for the care and securing of tools, equipment and materials - especially in patient areas.
- Responsible for bringing to the attention of the Team Manager any unsafe working conditions, working practices, unsafe plant or equipment encountered during the execution of duties.
- Responsible for the execution of any other estates and facilities related duties in an emergency/urgent situation, as directed by the Estates Officer or other Estates and Facilities Manager.
- Responsible for participating in the emergency on call rota with flexibility to work across all sites.
- Responsible for participating in a 'recall to work' procedure for emergency repairs as required when not on call.
- Responsible for undertaking flexible working practices across the whole range of estates services. This will include electrical,



mechanical, plumbing, cleaning, building etc. - duties as directed by the Estates Officer.

- Responsible for data gathering.
- Responsible for undertaking work in any other building/property/location within the property portfolio as required.

Additional Duties:

- To undertake any other duties as required, commensurate with nature and grading of the post.
- Participate in the on call rota * ***From time to time the post holder will be asked to cover other sites not within their current area of responsibility, flexibility is therefore essential.***
- This job description represents an outline of the responsibilities of the post and may be amended following consultation with the post holder.
- All employees must comply with Trust /SSL Policies and Procedures, including:
 - Health and Safety
 - Non smoking
 - Equal Opportunities in Employment

Compliance

Risk Management and Health & Safety

- Ensure compliance with SSL/Trust Risk Management policies and procedures; these describe SSL/Trust's commitment to risk management; the recognition that our aim is to protect patients, employees and visitors from harm; and stress that all employees have a responsibility to minimise risk. Observe local Health & Safety arrangements and take reasonable care of self and others.

Safeguarding

- Duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work including attendance at relevant training events and compliance with the Safeguarding Procedures.

Standards of Professional and Business Conduct

- Comply with the SSL/Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the SSL/Trust, with colleagues and all those who have dealings with the SSL/Trust, including patients, relatives and suppliers.

Security

- Comply with SSL/Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation.

Health and Safety



- Conversant with the requirements of the Health and Safety at Work Act (1974), the SSL/Trust's Health & Safety policies/codes of practice or regulations applicable to the work place.

Confidentiality/Data Protection

- Ensure that the confidentiality of personal data remains secure and the terms of GDPR and relevant SSL/Trust policies are met in respect of information held on the SSL/Trust's computerised systems.

Equal Opportunities

- Comply with current legislation, SSL/Trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

Control of Infection

- Comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance in order to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated infections.

General

Training, Education and Development

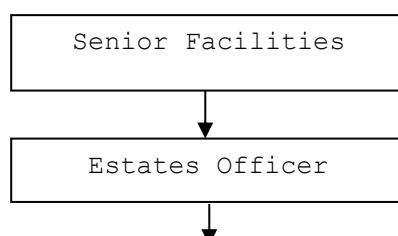
- Participate in regular appraisals; identifying performance standards of the post and associated training and development needs.
- This role profile exists to identify key activities which will be reviewed and revised, as appropriate, on a regular basis in consultation with the post holder and not less than annually at performance appraisal. Changes of a permanent nature will be incorporated into this document. From time to time the post holder may be required to undertake other duties that are reasonably requested.
- Attend and complete all directly funded training courses.
- Attend and complete all relevant Competent Person training associated with trade

QUALIFICATION / EXPERIENCE REQUIREMENTS

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>HOW IDENTIFIED</u>
TRAINING AND QUALIFICATIONS	Recognised CITB or EITB Apprenticeship with City and Guilds qualifications.	Post Apprenticeship qualifications, formal certificated training in relevant areas.	Certificates awarded. Training courses attended.

KNOWLEDGE AND EXPERIENCE	2 years post qualifying relevant experience, good communication skills, and flexible attitude to work situations.	Familiarity with the healthcare sector and day to day operation and maintenance of varying types of building/premise s. HTM awareness a requirement.	Application form. Interview. References.
SKILLS	<p>Knowledge and appreciation of health and safety issues. Ability to use initiative, able to work on own or as part of a team.</p> <p>Computer literate, with experience in the use of pc/laptop, tablets/PDA, smartphone, email, Microsoft word, excel.</p>	Familiarity with other trades/works undertaken within the Estates Directorate.	Application form. Interview. References.
PERSONAL QUALITIES	Respectful, conscientious, flexible, confident, mature nature, articulate.	Awareness and sensitive to specific needs regarding mental health environment.	Interview. References.
OTHER	<p>Helpful, co-operative, conscientious, committed to the effective and efficient running of the Directorate and service delivery.</p> <p>Clean Driving License</p>	Aptitude for self-development, proactive with regards to new technology and working practices.	Application form. Interview. References.

Organisational Chart





Multiskilled



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