



<b>Job Title:</b>	<b>Carpenter</b>
<b>Salary:</b>	<b>As per contract</b>
<b>Reports to:</b>	<b>Operations Manager</b>

## **Job Description**

### **Job Purpose**

To provide and deliver the knowledge & skills required to undertake carpentry tasks required regarding all jobs accepted for completion by HMBS.

### **Key Responsibilities**

To deliver carpentry works to the standard required by the contracts undertaken by HMBS and to provide professional advice when required as a subject matter expert. To provide the dissemination of knowledge to apprentices or other trainees as required.

### **Main duties:**

- To attend work sites as directed to undertake carpentry works as instructed by the works scheduler/responsible supervisor/foreman.
- To prepare surfaces prior to beginning work.
- To install, repair and maintain doors, floors, windows, partitions, ceilings, and exteriors of buildings including rain water systems; build and installs door and window framing.
- To build wooden structures such as partitions, office additions, fences, and does sheeting and rough carpentry.
- To perform hand and bench work; operates planers, joiners, drill presses, power saws, sanders, and other woodworking machinery.
- To install locks, door knobs, and other building hardware.
- To set out work using plumb bobs, tapes, squares, and levels.
- To measure, cut, or shape wood, plastic, and other materials.
- To be able to plan, lay out, and perform carpentry work of average difficulty.
- To be able to work from sketches and blue prints.
- To operate plant and machinery required to perform carpentry tasks when required and if trained and licensed to do so.
- To provide regular detailed reports of quantities of carpentry work completed in relation to the contract specification to the responsible supervisor to enable regular invoicing intervals to the client.
- To ensure that any variations to the specification are discussed with the responsible supervisor to enable them to be converted into variation orders from the client.

- To undertake personal professional development activities and attend statutory training as required to fulfil your duties.
- To comply with safety instructions and use all equipment and facilities provided in a safe and responsible manner.
- To actively participate in the probationary and appraisal process.
- To comply with all HMBS policies and procedures.
- To undertake activities that will include carrying, lifting, bending, and stretching, and sitting for long periods of time.
- Working conditions include restricted movement, dirty environment, extreme temperatures, lifting or carrying heavy objects.

### **General Statement**

This is not intended to be an exhaustive description of the duties of this post. The post holder may be required to undertake any duties as specified from time to time, commensurate with position, qualifications and experience. This post may be subject to change/review as the needs of the business change. Any changes will be made following consultation with the individual.

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### Person Specification

Selection Criteria	Essential	Desirable	
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Three years carpentry experience; OR, Completion of a three year nationally recognised and approved technical training program in carpentry.</li> <li>• Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Basic First Aid Certificate or willing to work towards</li> <li>• Customer care qualification or willing to work towards</li> <li>• Joinery qualification/ experience</li> <li>• Current CSCS card</li> </ul>	Application Form/ Interview
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of on site and current construction duties</li> <li>• Experience of delivering high quality work under the restriction of tight deadlines.</li> <li>• Experience of all aspects of construction carpentry work.</li> <li>• Knowledge of related tools, carpentry techniques, equipment and materials.</li> <li>• Skill in the construction, alteration, repair, and maintenance of carpentry structures, finishes and surfaces.</li> <li>• Experience of working within a customer focused environment</li> <li>• Experience of working in multi-cultural areas</li> </ul>	Experience of supervisory role or team leading responsibilities.	Application Form/ Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to understand and follow instructions and methods of working</li> <li>• Ability to plan logistically</li> <li>• Ability to produce accurate quantity reports</li> </ul>		Application Form/ Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to liaise with clients, staff and external customers</li> <li>• Approachable, flexible and professional manner</li> <li>• Ability to work alone or as part team</li> <li>• Able to use initiative.</li> <li>•</li> </ul>		Application Form/ Interview

<b>Special Requirements</b>	<ul style="list-style-type: none"><li>• Full UK Driving licence</li><li>• Satisfactory completion of an enhanced CRB check</li><li>• To respect and maintain confidentiality of information</li></ul>	<ul style="list-style-type: none"><li>• Ability to speak Welsh</li></ul>	Application Form/ Interview
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