**ST CROSS COLLEGE, UNIVERSITY OF OXFORD**

**Job description**

**Job title:** Supervisor / Carpenter

**Department:** Estates

**Reports to:** Estates and Health & Safety Manager

**Job purpose:** To assist and deputise for the Estates and H&S Manager. To carry out Health and Safety inspections, administration duties and record keeping as required. To carry out routine maintenance and improvements to all College property under the direction of the Estates and H&S Manager

**Main responsibilities**

* Deputise for the Estates and H&S Manager when necessary, attending meetings etc.
* Assist the Estates and H&S Manager on all items and projects not limited to and including administration work, record keeping and periodic H and S inspections as required.
* Supervise contractors when on site and carry out post work inspections ensuring that works have been carried out as specified and completed to an appropriate standard.
* Assist with the weekly fire alarm testing
* Supporting other members within the department.
* To provide cover for other maintenance staff during holidays, sickness and peaks in workload.
* Being available as required out of hours to deal with emergencies. (Overtime is payable for all callouts)
* Be required to drive the College van and ensure that the van is kept in a clean and tidy condition and ensure any damage or defects are immediately reported the Estates Manager.
* Having regard for the security of the College, reporting any suspicious activity or occurrence.
* Purchasing of replacement of stock and sundries, 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. (if not completed by contractors)
* Repairs/renewal of furniture.
* Installation of shelving and pin boarding.
* Repairs to fencing.
* Repairs and installation of kitchen units.
* Maintenance to the locks.
* External timber repairs.
* All joinery repairs and replacements
* Repairs/renewal of curtain tracks and blinds.
* Plaster/plasterboard repairs.
* Use of ladders and tower scaffolding as some work at high levels will be required.
* Use the college radio system to be contactable at all time.
* 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 Estates Manager
* 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.

**Person specification**

The successful candidate for this position must satisfy the following criteria:

* 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.
* Be confident with the use of computers, especially ‘Teams, Word and Excel’
* 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 (TBC). This will be paid as overtime.
* The applicant must be physically fit as the majority of work is of a manual nature.
* Experience of deputising for a manager, and dealing with queries from junior members of staff.
* Ability to priorities the workload of the maintenance department. This is especially important in the summer months and during rental voids when critical maintenance needs to be carried out.