**Job Description**

**Vac Ref: 0576-24**

**Job Title:**  **Maintenance Joiner**

**Salary Range and Conditions: £25,138 to 28,759**

*(plus a market supplement to maximum £33,487)*

**Department/Division: Facilities, Estates Operations, Maintenance team**

**Reports To:** **Fabric Supervisor**

**Manages/supervises: Apprentice/s**

**About us:**

The maintenance team at Lancaster University play a crucial role in ensuring the smooth operation and upkeep of the campus's infrastructure. Comprising skilled professionals, the team is dedicated to maintaining the highest standards of safety, functionality, and aesthetics across the university's buildings and facilities. We handle a wide range of tasks, from routine maintenance and repairs to more complex projects involving electrical, plumbing, and structural work. Our commitment to excellence ensures a safe and welcoming environment for students, staff, and visitors.

**Job Purpose**

As a Maintenance Joiner, you will work in a team responsible for maintenance and repairs on all building fabric at the University including residential, administration, communal, and specialist buildings. You will be involved in reactive and proactive repairs, machining, manufacturing, fitting, and glazing, as well as installing and repairing various building components and fixtures.

Working in a dynamic environment like Lancaster University means no two days are the same. You will need to be versatile, flexible, and have excellent customer service skills, working independently while also being part of a great team.

**Main Responsibilities**

The Maintenance Joiner will be responsible for maintenance and repairs as issued by the Fabric Supervisor, which will include:

* Reactive and proactive repairs to internal and external building fabric in residential, administration, communal, and specialist buildings.
* Repairs of in situ timber, aluminium, steel, and UPVC doors and windows.
* Machining, manufacturing, fitting, and glazing of replacement doors, windows, and sashes.
* Manufacturing and installing shelves, cupboards, and other specialist or bespoke storage furniture for teaching, catering, and other social and administrative areas.
* Fitting and erecting signage and noticeboards.
* Fitting, repairing, and replacing ironmongery such as locks, lock cylinders, digital locks, solenoid locks, restrictors, hinges, and other security devices.
* Fitting, adjusting, and repairing overhead, transom, and floor door closures.
* Performing fire precaution works, including replacing panic escape ironmongery, fire blankets, fire separation, and signage. Upgrading doors, frames, ducts, and voids to meet legislation.
* Repairing ceilings, tiling, plaster, painting, upholstery, and blinds.

The Maintenance Joiner must work a weekend rota and be available to undertake call-out duties. (Note: this essential role responsibility attracts additional payments).

**Physical Requirements, Job Hazards/Safety-Critical Duties** Full training and appropriate PPE will be given if working with hazards – e.g. at height, with chemicals or machinery. On occasion where safe to do so you may be required to work alone. A full risk assessment has been conducted to ensure personal safety and emergency procedure in case of accident, fire, or unprecedented incidents.

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