

JOB DESCRIPTION
Maintenance Joiner
Vacancy Ref: N1864

Job Title: Maintenance Joiner	Present Grade: 5
Department/College: Facilities, Service Delivery, Maintenance	
Directly responsible to: Fabric Supervisor	
Supervisory responsibility for: Apprentice	
<p>Other contacts</p> <p>Internal: Maintenance Manager, other Maintenance Joiners, other trades within wider maintenance team, University departmental staff, students and visitors</p> <p>External: Fabric contractors, Maintenance Engineers, and associated agencies.</p>	
<p>Major Duties: The Maintenance Joiner will be responsible for maintenance and repairs as issued by the Fabric Supervisor, which will include:</p> <ul style="list-style-type: none"> • Reactive and proactive repairs to internal and external building fabric to residential, administration, communal and specialist buildings. • Works to include repairs of in situ timber, aluminium, steel and UPVC doors and windows. • Machining, manufacture, fitting and glazing of replacement doors, windows, sashes. • Manufacture and installation of shelves, cupboards and other specialist or bespoke storage furniture for teaching, catering and other social and administrative areas • Fitting and erecting of signage, noticeboards. • Fitting, repair and replacement of ironmongery such as locks, lock cylinders, digital locks, and solenoid locks, restrictors, hinges and other security devices. • Fitting, adjustment, repairs of overhead, transom and floor door closures. • Fire precaution works, including replacement of panic escape ironmongery, fire blankets, fire separation, signage. Upgrading of doors, frames, ducts and voids to meet legislation • Repairs to ceilings, tiling, plaster, painting, upholstery and blinds. • Carry out emergency repairs during out of normal working hours, including bank holidays via a weekend rota and a call out system. <p>The maintenance Joiner is required to work a weekend rota and be available to undertake call out duties. The post requires the ability to fulfil with versatility, flexibility and good customer service skill, works, as detailed and any other duties deemed appropriate to the post by the Facilities Maintenance Manager.</p>	