



Job Description and Person Specification

Serv Eng - Carpenter

Job Details	
Grade	GRD5
Service	Facilities Management
Location	Whitley Depot
Job Evaluation Code	D2751D

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

Reporting to the Fabric Facilities Manager or Fabric Supervisor, deliver on-site practical solutions for various building service needs, including planned maintenance. Responsibilities include handling reactive repairs, minor works, and performing tasks involving carpentry alongside other fabric-related skill sets.

Main Duties & Key Accountabilities

Ensuring all tasks are performed in alignment with industry standards, British regulations, and applicable Approved Codes of Practice.

Ensuring personal expertise, knowledge, and certifications remain current in alignment with evolving legal

requirements and regulations.
Ensuring all assigned tasks are completed by the deadline and providing detailed reports on exceptions, including communication with clients.
Ensuring accurate reporting of progress and solutions to the site contact and office-based colleagues.
Ensuring accurate documentation and reporting of tasks and materials utilised during all assigned projects.
Ensuring the proper maintenance and safe operation of equipment, plant, vehicles, or tools provided for completing assigned responsibilities.
Performing scheduled maintenance and completing reactive repairs promptly and efficiently within the specified timeframes provided.
Collaborating with the team to ensure programme schedules are achievable while maintaining realistic expectations.
Participating in a late rota ensures the department successfully fulfils operational requirements for customers.
Providing budget estimates outlining labour expenses and material costs required for subsequent remedial repairs as deemed necessary.
Operating computer systems focused on operational management and generating reports.
Ensuring the safety and proper maintenance of all locations, equipment, and storage areas within the scope of responsibility.
Bringing promptly any issue outside the scope or authority of the role to the attention of Management
Undertaking additional tasks and responsibilities aligned with the scope of the designated salary grade.

Key Relationships	
External:	Suppliers, Customers
Internal:	Management, Internal Office Support Staff, Other Service Departments

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

This is not a supervisory or management post but the role is expected to train and mentor apprentices / trainees and take an active part in their learning and development.

Person Specification

Requirements	
Knowledge	Proven experience in carpentry, including construction, repair, and installation of wooden structures and fixtures.
	Capability to assess material requirements and estimate project costs efficiently.
	Knowledge of building codes, health and safety regulations, and construction standards.
Skills And Ability	Preparation and organisation of construction sites. Installing windows and screens. Fitting, repairing, and maintaining Fire doors. Completing finishing tasks, including painting and plastering. Assembling staircases, including standalone structures and handrails. Performing bricklaying and masonry tasks. Building pitched and flat roofing systems. Installing specialised equipment while adhering to relevant safety regulations.
	Fire Door Inspections
	Hold a current valid full driving license
	The ability to communicate with supervisors, service users and colleagues
Experience	Approved apprenticeship or equivalent experience
	Working in a commercial maintenance environment

Qualification	Recognised qualifications from City and Guilds or CITB at Levels 1, 2, and 3.
Special Requirements	This role is subject to the Rehabilitation of Offenders Act 1974. Appointment requires a satisfactory Disclosure and Barring Service (DBS) police records check.
	Must be prepared to be flexible on working hours. Typically, 7.30 start.