



**Excel Home Design Ltd**

Construction Trade – Carpenter

<b>Division:</b>	Property Development
<b>Job Title:</b>	Carpenter
<b>Grade:</b>	Negotiable
<b>Duration of Role</b>	Full Time Permanent
<b>Base/Location:</b>	Tonyrefail
<b>Responsible To:</b>	Technical Manager
<b>Responsible For:</b>	N/A
<b>Key Relationships/ Liaison with:</b>	Managers and staff across the organisation

Job Purpose	
	<ul style="list-style-type: none"> <li>• To undertake the skills, trade or occupation for which the Trades Person is being employed.</li> <li>• Delivery of an effective and appropriate service to all service clients, fairly and without discrimination.</li> </ul>

Main Duties and Responsibilities	
1.	To undertake property development programmes to support the business model and key objectives of our business plan
2.	To work as part of a team to deliver a quality service.
3.	<p>As a carpenter you will be involved in the design, cutting, and development of building products using different types of wood. You could be working on site, in clients homes, or in a workshop.</p> <ul style="list-style-type: none"> <li>• Measuring, marking up, cutting, shaping, fitting and finishing timber</li> <li>• Using a range of hand and power tools</li> <li>• Installing floor joists, floorboards, roof trusses and wall partitions</li> <li>• Fitting interiors such as staircases, doors, skirting boards, cupboards and kitchens</li> <li>• Drawing and working with technical drawings</li> <li>• Gaining knowledge of different types of wood and their uses</li> <li>• Working in residential or commercial buildings</li> <li>• Restoring historical buildings</li> <li>• Working in a workshop, a client's business or home, or on a construction site</li> <li>• Carrying out jobs in dusty conditions, or working outdoors in all weather and at height.</li> </ul>
4.	To research and seek information relevant to the job role, as appropriate.

5.	To use information technology systems to carry out duties in the most efficient and effective manner.
6.	To develop communication & presentation skills appropriate to the requirement of the post.
7.	To work efficiently and effectively and develop the ability to manage own time and workload.
8.	To actively participate in own development plan which will be agreed with the line manager.
9.	To take part in meetings, supervision, training as required by the line manager.
10.	To achieve personal appraisal targets, as agreed by the line manager.

<b>Special Factors</b>	
■	The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

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**Date Prepared/Revised: August 2021**

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	Essential	Desirable	How assessed
<p><b>Qualifications</b></p> <p>City &amp; Guilds and or NVQ level 2 level 3</p> <p><b>Or</b> Demonstrable experience identified within the section below.</p>			<p>App/Doc</p> <p>App/Int</p>
<p><b>Experience</b></p> <p>Experience of working in a relevant field</p> <p>Potential to undertake work in a relevant field</p>			<p>App/Int</p> <p>App/Int</p>
<p><b>Skills/Knowledge</b></p> <p>Has a good understanding of the role of Bricklayer</p> <ul style="list-style-type: none"> <li>• Knowledge of building and construction</li> <li>• Be thorough and pay attention to detail</li> <li>• Ability to work well with others</li> <li>• Be flexible and open to change</li> <li>• Patience and the ability to remain calm in stressful situations</li> <li>• Ambition and a desire to succeed</li> <li>• Able to carry out basic tasks on a computer or hand-held device</li> </ul>			<p>App/Int</p> <p>App/Int App/Int App/Int App/Int</p> <p>App/Int App/Int</p>

Understands how teamwork can help improve an individual's performance in their role			App/Int
Has the skills and understanding of potential IT applications relevant to this job role (including email, word processing, spreadsheets and the internet)			App/Int
Ability to communicate clearly and accurately in written form, particularly when drafting information for work related documents			App/Int
Ability to communicate messages clearly and accurately on the telephone and in person			App/Int
			App/Int
<b>Interpersonal Skills</b>			
Takes pride in the quality of their work and strives for improvement through learning and developing in the role			App/Int
Demonstrates a willingness to follow instruction as necessary			App/Int
Works well with colleagues but also able to work on own initiative			App/Int
An open-minded approach regarding different ways of working			App/Int
Good time keeping			App/Int
Able to attend work at the required times			App/Int
<b>Other requirements</b>			
An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.			App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.			App/Int
<b>Key:</b> <b>App = Application form    Pre = Presentation</b> <b>Test = Test                    Med = Medical questionnaire</b> <b>Int = Interview                Doc = Documentary evidence (e.g., certificates)</b>			

