Job Summary

Job Title:	Carpenter
Directorate:	Assets & Property Services
Department:	Property Services
Location:	Solis One, Rising Sun Industrial Estate, Blaina, NP13 3JW
Reports to:	Team Leader
Salary:	£34,160

Job Purpose

The carpenter undertakes first- and second-fix work, kitchen renewals and related repairs. Work covers occupied and vacant homes, communal areas, garages and commercial properties.

The role involves timely maintenance and clear customer communication. Completing repairs right first time reduces costs and supports Service First principles.

Stakeholders

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Property Services Team	Customers & Tenants
Team Leader	External suppliers & contractors
Repairs Planners	

**a key stakeholder list, not a complete comprehensive list*

Line Management Responsibility? – Yes/**No**

Key Responsibilities

- Ensuring that all carpentry works are completed in adherence with manufactures specifications/instructions and Tai Calon's standards, policies and procedures.
- Ensuring that all works are undertaken in a considerate manner and to a satisfactory standard in terms of performance and quality.
- Completing craft works ensuring that tasks are undertaken in a considerate manner and to a satisfactory standard in terms of performance and quality.
- Daily completion of job tickets, timesheets and detailing works undertaken.
- Working in a customer focused manor within tenanted homes and community areas.
- Carrying out dynamic risk assessments for the work to be undertaken including referring to all available risk information, for example asbestos survey data.
- Safe and effective use of tools appropriate to the work undertaken.

- Maintaining a safe and clean working environment.
- Identifying materials and essential plant and equipment, appropriate for completion of repairs and maintenance.
- Responding to changes in work programme and identifying a course of action for priorities and/or emergencies encountered during the working day.
- Interpreting site conditions including weather and excessive moisture levels and to take appropriate action.
- Appropriate use of company equipment to include mobile phones and lone working devices.
- Driving company vehicles in a safe and responsible manner.
- Engaging with the wider Property Services Team and Management– sharing knowledge, reporting additional works required, reporting Health and Safety issues and taking part in meetings with the team and your Line Manager as required.
- Participate in the out of hours duty rota.

Multi Skilling is a requirement of the role, the multi skilled operative will be able to carry out trade-based activities that do not form part of their core duties.

- Decorating Skills
- Wall & Floor Tiling
- Glazing
- Plumbing
- Plasterwork
- Brickwork
- Specialist flooring skills

Qualifications & Experience

- Educated to level 2 National Qualification Framework for England/Wales and NI in City & Guilds Advanced craft or NVQ.
- Will need to be able to travel as part of the job, in a timely manner
- Health & Safety knowledge, ensure safe working practices.
- Comprehensive knowledge of all aspects of Carpentry works, maintenance & repairs.
- Significant experience in similar roles & responsibilities.
- *Desirable: Knowledge of the social housing sector in Wales*
- *Desirable: Educated to level 3 National Qualification Framework for England/Wales and NI in City & Guilds Advanced craft or NVQ.*
- *Desirable: Asbestos Awareness Level 1 / Skills Level 2*
- *Desirable: City & Guilds Level 1 Multi-skilling or willing to work towards.*
- *Desirable: Welsh Language Skills*

Personal Attributes

- Be able to demonstrate excellent written and verbal communication skills.

- Excellent people skills, personable and able to develop good working relationships.
- Negotiate / liaise with customers effectively, willingness to find common ground.
- Tenant & customer focused.
- Demonstrate integrity & support for organisation values.
- *Desirable: Flexible, willingness to work outside of normal working hours*

Working With Us

Join Tai Calon and help shape places people are proud to call home.
As Blaenau Gwent's largest social housing provider, we manage nearly 6,000 homes and the green spaces that connect our communities.
With over 300 colleagues and £243 million invested since 2010, this is your chance to do meaningful work that changes lives.
We are also a disability-confident employer.

Our CALON values shape how we work, how we treat each other, and how we make a difference every day.

- C – Creativity: Think differently. Challenge what can be better.
- A – Authenticity: Be yourself. Act with honesty and integrity.
- L – Learning: Stay curious. Keep growing.
- O – Ownership: Take responsibility. Learn and improve.
- N – Not on your own: Work as one team. Support each other.



Benefits:

Free on-site parking, incl. electric charging points	Defined Contribution Pension Scheme
25 days holiday + 8 bank holidays	Hybrid and flexi-working (role dependent)
Cycle to Work Scheme	Free, confidential 24/7 EAP service
HOP Discount Site (Home of Perks)	Occupational Sick Pay