

UNIVERSITY OF OTAGO
Ōtākou Whakaihu Waka

JOB DESCRIPTION

ROLE TITLE:	Tradesperson – Joiner / Carpenter
DEPARTMENT:	Trade Services
SCHOOL / DIVISION:	Property Services Division
REPORTS TO:	Building Services Team Leader, Trade Services
DIRECT REPORTS (FTE):	N/A
INDIRECT REPORTS (FTE)	N/A

1. PRIMARY PURPOSE OF THE ROLE:

This is a position, accountable for the planning and delivery of high-quality Joinery/Building work on the University of Otago, Dunedin campus. All work is to be delivered to specified standards, in an efficient, cost effective and safe manner.

2. ACCOUNTABILITIES:

- Provide professional advice to clients on all Joinery/Building trade matters.
- Repair, maintain, alter, or carry out new Joinery/Building activities or other associated work as directed.
- Carryout physical supervision of trainees. *Guidelines on supervision.*
- Actively promote communications across all trade groups ensuring a comprehensive maintenance service is undertaken.
- To ensure that all works carried out meets the University's quality standards and meets all Joinery/Building regulatory requirements.
- To contribute to resolution of ongoing code of compliance issues and building warrant of fitness items for Property Services.
- To ensure that the University of Otago buildings and utilities are a safe environment in which to study and work.
- Meet agreed workload timeframes.
- Provide accurate record keeping and documentation.
- Co-ordinate with Facility Managers on the installation and maintenance of services within buildings.
- Co-ordinate all Joinery/Building work with relevant staff and contractors for the University of Otago.
- Provide quality Joinery/Building services and support to all University of Otago departments.
- Manage the documentation process of As Built's and Operation Manuals for all Joinery/Building undertakings on the Otago Campus.
- Maintain any current registration and licence within the Joinery and Building Industry.

3. KEY RELATIONSHIPS:

Internal:

- Directors of all University Divisions;
- Senior University Management;
- Divisional staff;
- Students;
- Risk, Assurance and Compliance Office;
- Project Management Office;
- Office of Sustainability;
- Health, Safety and Compliance Office;
- Human Resources.

External:

- Otago University Students' Association;
- Affiliated Colleges;
- Local and Regional Authorities;
- Local Social Agencies;
- Government Departments;
- Health, Safety and Compliance Office;
- Consultants to the University;
- Contractors;
- Trade Specific Associations;
- Suppliers.

4. QUALIFICATIONS & EXPERIENCE:

Qualification:

Essential

- Qualified Tradesman Joiner / Carpenter

Preferred

- Advance Trade Certificate
- Licensed Building Practitioner

Experience

- Experience and practical sound knowledge of the Joinery and Building sector.
- Experience in Joinery and Building installations and maintenance.
- General knowledge of materials, equipment and sub-trades relative to the building industry.
- Previous experience working in a similar environment.
- Client centred with a strong service ethic.
- Collaborative, with the ability to develop and maintain effective professional relationships with colleagues.
- Critical thinking and problem-solving skills relevant to position.
- Results focussed with the ability to effectively manage multiple deadlines and priorities.
- Effective communicator with the ability to write clear, user friendly documentation for business purposes.

- Flexible, adaptable and professional during uncertainty and ambiguity.
- Capable of using technical business software, ability to grasp new processes and technologies.
- An extensive overall knowledge of the construction industry together with relevant technical expertise relating.
- Comprehensive experience and understanding of the Building Act, Construction and Building standards, regulations, and other regulatory requirements relevant to the duties of this position, including Health and Safety requirements.
- Proven professional track record in the public or private sectors.
- Extensive experience in trade specific techniques and methodology.
- Full drivers licence
- First Aider

Highly Desirable

- Experience working in the tertiary sector.
- Experience working in similar roles.
- Experience with development and implementation of relevant systems, frameworks and associated policies and procedures.
- General administration duties such as measuring material quantities and writing orders for material purchases where directed. (Orders to be approved via Uni Market workflow Processes).
- Provide technical expertise in the design process of any Joinery, Construction and Building projects and other associated installations, provide shop drawings as required.
- Experience working in the residential, commercial, and industrial sectors.

5. TECHNICAL SKILLS & KNOWLEDGE:

Skills:

- Extensive practical experience within all areas of the Joinery, and Building industry.
- Client centred with a strong service ethic.
- Collaborative, with the ability to develop and maintain effective professional relationships with colleagues.
- Risk Assessment, practical and theory based.
- Critical thinking and problem solving skills relevant to position.
- Results focussed with the ability to effectively manage multiple deadlines and priorities.
- Effective communicator with the ability to write clear, user friendly documentation for trade focused tasking.
- Flexible, adaptable and professional during uncertainty and ambiguity.
- Capable of using technical business software, ability to grasp new processes and technologies.
- Product and Material knowledge; can specify and design installations.

Builds Strategic Customer Relationships

- Builds and maintains customer relationships through focusing on the customer's perspective at all times.
- Sets high standards and works diligently to meet and exceed goals.
- Have a professional outlook and judgment acting as a professional and role model within the Division and across the University.
- Implement high level engagement and consultation with multi-disciplinary stakeholders to ensure functionality and major operational issues are considered in all phases of trade delivery. This involves engaging with staff at all levels.

- Liaise and consult with all parties involved to ensure communication lines are maintained and resolve any issues that may arise during the course of any construction projects to ensure the successful delivery of projects.
- Coordinate and work with external vendors to procure materials and services to meet our delivery model requirements.
- Manage in an effective, courteous and timely manner end user client enquiries and requirements to ensure that their needs, as far as practicable, are met.

Commercial Acumen

- Demonstrates resource and financial stewardship in all activities.
- Act to maximise profitability and growth.
- Continually look at systems and processes to further reduce costs and improve efficiency.

Effective Communication

- Strong interpersonal skills in dealing with a range of people, including tact, diplomacy and confidentiality.
- Communicate with integrity and with genuine intentions.
- Use appropriate styles to influence and gain support/buy in from colleagues.
- Maintain a clear and constructive dialogue with the client/users throughout all trade based activity interactions. This requires skilled communication and people management and the ability to make decisions and resolve issues directly within delegated authority
- Keep the Team Leader regularly briefed on all matters relating to project progress and delivery.

Plans and Organises

- Delegate effectively, chair site and tool box meetings, plan, and execute required actions on time.
- A high level of skills relating to the ability to plan, schedule, organise, make effective use of time, and implement innovative strategies to enhance success of meeting task objectives and delivering all trade related activities within quality, time and budget parameters.
- Ensure strategic and operational needs of the University are considered and factored into all phases of specific trade delivery.

Analysis and Problem Solving

- Ability to formulate flexible responses to complex situations.
- Actively problem solve and come up with timely practical solutions.
- Possess initiative and ability to work without supervision with a predisposition for acting proactively and to quickly anticipate and resolve issues.
- Implement innovative strategies and high-level problem-solving skills to effectively plan and maintain project on course.

Team Player

- Ability to work independently and professionally and as part of a team.
- Builds effective working relationships by maintaining confidentiality and trust.
- Actively participates as a member of a team to support the team towards meeting goals.
- Ability to establish credibility and rapport and influence the view of others.
- Contribute with expertise to the systems, processes, resources and functioning of the Trade Services Business Unit as requested by the Manager.

Leadership – Builds Trust, Inspires and Motivates

- Inspires confidence and drives others to voluntarily work towards the successful achievement of objectives.
- To maintain consistency and professionalism when dealing with all staff.
- Provide ethical decision making in the achievement of organisational and project goals.
- Supports and respects colleagues and maintains confidentiality and trust.
- Supervision and delegation of tasks to direct and indirect reports to meet objectives.

6. SPECIAL REQUIREMENTS:

- Undertake after hours or emergency works which is managed by an on call roster system. Participation in the on call roster system is a mandatory key requirement of this role and forms part of this position. Allowance information can be found in the University of Otago, General Staff Collective Employment Agreement, clause E.9.

7. BUDGET RESPONSIBILITY:

- N/A

8. MĀORI STRATEGIC FRAMEWORK

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, direct reports, students, visitors and other staff.

11. SUSTAINABILITY

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.