ST. JAMES’S HOSPITAL

Job Title: Maintenance Carpenter/Joiner

Grade: Craftsmen

Area Of Assignment: Engineering Department: Facilities Management Directorate

Reporting Relationship: Carpentry Services Officer

Salary Scale: €31,352 - €36,855

Closing Date: Sunday 24th July 2016

Ref: 33364/16

ENGINEERING DEPARTMENT

The Engineering Department is responsible for the maintenance and upkeep of all buildings on the hospital complex. The Engineering Department is also responsible for the maintenance and upkeep of all non-medical equipment in the hospital. The department maintains a large register of assets through an in-house planned preventative maintenance program and via service contracts

REQUIREMENTS

• Qualified carpenter/joiner craftsperson experienced in domestic and industrial type works

MAIN ROLE, DUTIES AND RESPONSIBILITIES

• Undertake any duties assigned by the Carpentry Services Officer or Maintenance Officer
• Participate in planned preventative maintenance program
• Participate in on-call service
• Participate in overtime when required
• Responsible for carpentry and joinery installations in the hospital on a daily basis

PARTICULARS OF OFFICE

1. The appointment is whole-time, temporary and pensionable
2. Annual Leave allowance is 23 days
3. The person appointed must not give less than one month’s notice, in writing, of intention to resign.
4. Normal working hours will be 39 hours
5. You will be required to work the agreed roster/on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8.00am – 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement
**GENERAL**

1. The Hospital Board will not be responsible for the loss or theft of personal belongings.
2. Fire orders must be observed and staff must attend fire lectures annually.
3. All accidents within the department must be reported immediately.
4. In accordance with the “Safety, Health and Welfare at work act 1989”, all staff must comply with all safety regulations.
5. In line with the Tobacco Regulations Act 1990 Smoking within the hospital buildings is Not Permitted.

**CONFIDENTIALITY**

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and / or staff, or other health services business. Such records and information are strictly confidential and, unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business he divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

**ENQUIRIES**

Mr. Kim Featherstone, Maintenance Manager Tel: 01 416 2377, Email: kfeatherstone@stjames.ie

For External Applicants:

The Application Form is available under Support Staff Posts section of Careers webpage.

Alternatively, please contact the Human Resources Directorate for an application form, Ph: 01 4162559 or Email: humanresources@stjames.ie. Please note closing date **Sunday 24th July, 2016** for receipt of completed application forms. C.V.s will not be accepted.

*A panel may be formed from which future vacancies will be filled*

St. James’s Hospital is an Equal Opportunities Employer