Maintenance Craftsman / Carpenter
Job Specification & Terms and Conditions

Job title, grade code	Maintenance Craftsman / Carpenter Ceardaí Cothabhála / Siúinéir (Grade Code 5606)
Remuneration	The salary scale for the post (as at 01/06/2026) is: €42,486, €43,654, €46,518, €46,805, €47,093, €47,380, €47,669, €47,957, €48,246, €48,534, €48,853 New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Campaign reference	**26UHWS0411**
Closing date	**9th of December 2026 at 2pm**
Proposed interview date (s)	Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up appointment	A Start date will be indicated at job offer stage.
Location of post	**University Hospital Waterford incorporating Kilcreene Regional Orthopaedic** A panel may be formed as a result of this campaign for University Hospital Waterford from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.
Informal enquiries	Kenneth Power, Technical Services Department, University Hospital Waterford E-mail: ken.power@hse.ie Phone: 051 848005
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email Natasha Carton, Campaign Lead Natasha.Carton@hse.ie
Details of service	The Technical Services Dept. (TSD) provides maintenance services to University Hospital Waterford and to external HSE sites in Waterford City & County area. The TSD provides maintenance services and support to Acute, Mental Health, Primary Care, and Disability Services. • The Technical Services Dept. staff structure is made up of a Dept. Head, Supervisors, Clerk of Work, Forepersons, and a multidisciplinary Craft Group consisting of Electricians, Plumbers, Carpenters, Plaster, Painter, Groundsmen and General Operatives.
Reporting relationship	The job holder shall report to the Technical Services Manager or their nominated Deputy.
Purpose of the post	To carry out carpentry duties including maintenance and minor projects at University Hospital Waterford and any other HSE Facilities in Waterford City & County area, or properties under the Dept. remit, as required
Principal duties and responsibilities	• The person holding this post is required to support the principle that the care of the patient comes first at all times and will approach their

	work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree • Maintain throughout the Hospital awareness of the primacy of the patient in relation to all hospital activities. • Performance management systems are part of role and you will be required to participate in a performance management programmes as required. **Professional** The Carpenter will: • Attend to the maintenance and routine repairs of all Carpentry. This shall include installation, maintenance/preventative maintenance and repairs of Roofs, Windows, Doors, Iron Mongery, Joinery work, under the direction of the Foreman or delegated person. • Be responsible for such duties as assigned by the Maintenance Manager or Foreman. • Carryout Carpentry installation, maintenance, testing and recording works as required. • Operate and carry out planned preventative maintenance programmes as set out by the Maintenance Manager or Foreman. • Carry out the associated trade duties. • Operate and work with new technology and provide and maintain such written and computerised records, as required from time to time. • Assist with the development of management systems for the performance of carpentry maintenance , incorporating best practice and quality control procedures. • Record all maintenance activities in a professional manner. • Maintain a computerised asset register of equipment and plant items for carpentry services. • Implement an energy conservation programme associated with Carpentry Services • Liaise with outside contractors, as required. • Operate within existing productivity agreements. • Be accountable for all tools, stock or equipment under his/her control and to ensure that all such equipment is kept in the proper state of repair in accordance with safety Participate in the management of new development projects, as required. • Perform maintenance of the building fabric, where required. • Participate in a formal emergency on-call service as required. • Have knowledge of, and ensure all work is conducted in accordance with Health & Safety guidelines and best practice • Operate and maintain the following systems: • Joinery Machinery • A wide range of portable power tools • Any other systems as required • Assemble, install, test and maintain cabinetry, apparatus and fixtures, using hand tools and power tools. • Inspect Carpentry systems, equipment and components to identify hazards, defects and the need for adjustment or repair. • Ensure compliance with codes. • Advise management on whether continued operation of equipment could be hazardous. • Test Carpentry Joinery and Door systems and fixtures, using appropriate testing devices to ensure compatibility and safety of system and maintain records of same. • Plan, layout and install Carpentry systems such as kitchen fittings and fixtures, based on job specifications and national regulations. • Create holes in the building fabric, wall and floors etc.

	• Direct and train other workers to install, maintain, or repair Carpentry installations, equipment, and fixtures. • Prepare / follow drawings to ensure conformance to building and safety codes. • Perform business management duties such as maintaining records and files, preparing reports and ordering supplies and equipment. • Work from ladders, scaffolds, roofs and hydraulic hoists and platforms to install, maintain or repair carpentry services, equipment and fixtures. • Construct and fabricate parts, using hand tools and specifications. • Perform physically demanding tasks, such as hanging doors and moving and lifting heavy objects. • Provide assistance during emergencies and drive required vehicles. • Assist and co-operate with other trades to perform duties/repairs not related to carpentry services, such as Plumbers and Electricians. • Supervise contractors in the performance of their work, when requested to do so. • Drive and operate vehicles such as vans, cherry pickers and hydraulic platforms. **General Responsibilities** • The Carpenter will: • Manage materials, equipment, finances and contractors associated with the Maintenance Department. • Develop specifications for tender, as required. • Manage the maintenance service within allocated budgetary constraints. • Plan, organise and control the work, such that a continuous and quality service is provided. • Compile and record maintenance reports associated with the work consistent with best practice and quality control measures. • Maintain good outward communications with medical personnel, patients, senior management and committees. • Promote a quality working environment within the Maintenance Department. **Education & Training** • Participate in training courses as specified by the HSE, to maintain an up-to-date knowledge of technology, communications and health care regulations. **Health & Safety** The Carpenter will: • Familiarise himself/ herself with the operation of workshop machinery and to observe good workshop practices at all times. • Familiarise himself/ herself with the fire fighting equipment and the fire and safety regulations in operation in the hospital. • Familiarise himself/ herself with the code of safe lifting practice and to adhere to same at all times. • Use protective clothing and equipment as necessary during the course of duty in accordance with the Safety, Health and Welfare at Work Act 1989 and 2005 and observe all other safety procedures currently in force. S/he shall carry out such duties as may be assigned to him/her from time to time by the Chief Executive Officer or nominated officer. • Have a working knowledge of Health & Safety Legislation, including the Safety, Health & Welfare at Work Act (2005), Safety, Health & Welfare at Work (General Application) Regulations (2007) and a good level of knowledge regarding all other health and safety legislation.

	• Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. **KPI's** • The identification and development of Key Performance Indicators (KPIs) which are congruent with the Hospital's service plan targets. • The development of Action Plans to address KPI targets. • Driving and promoting a Performance Management culture. • In conjunction with line manager assist in the development of a Performance Management system for your profession. • The management and delivery of KPIs as a routine and core business objective. **PLEASE NOTE THE FOLLOWING GENERAL CONDITIONS:** • Employees must attend fire lectures periodically and must observe fire orders. • All accidents within the Department must be reported immediately. • Infection Control Policies must be adhered to. • In line with the Safety, Health and Welfare at Work Act, 2005 all staff must comply with all safety regulations and audits. • In line with the Public Health (Tobacco) (Amendment) Act 2004, smoking within the Hospital Buildings is not permitted. • Hospital uniform code must be adhered to if applicable • Provide information that meets the need of Senior Management. **Risk Management, Infection Control, Hygiene Services and Health & Safety** • The management of Risk, Infection Control, Hygiene Services and Health & Safety is the responsibility of everyone and will be achieved within a progressive, honest and open environment. • The post holder must be familiar with the necessary education, training and support to enable them to meet this responsibility. • The post holder has a duty to familiarise themselves with the relevant Organisational Policies, Procedures & Standards and attend training as appropriate in the following areas: • Continuous Quality Improvement Initiatives • Document Control Information Management Systems • Risk Management Strategy and Policies • Hygiene Related Policies, Procedures and Standards • Decontamination Code of Practice • Infection Control Policies • Safety Statement, Health & Safety Policies and Fire Procedure • Data Protection and confidentiality Policies • The post holder is responsible for ensuring they familiarise themselves & comply with the Hospitals Risk Management Incident/Near miss reporting Policies and Procedures. • The post holder is responsible for ensuring that they comply with hygiene services requirements in your area of responsibility. Hygiene Services incorporates environment and facilities, hand hygiene, catering, cleaning, the management of laundry, waste, sharps and equipment.

	• The post holder must foster and support a quality improvement culture through-out your area of responsibility in relation to hygiene services. • The post holder must take reasonable care for his or her own actions and the effect that these may have upon the safety of others. • The post holder must co-operate with management, attend Health & Safety related training and not undertake any task for which they have not been authorised and adequately trained. • The post holder is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements or any defects in work equipment. • It is the post holder's responsibility to be aware of and comply with the HSE Health Care Records Management/Integrated Discharge Planning (HCRM / IDP) Code of Practice. **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.**
Eligibility criteria **Qualifications and/ or experience**	Candidates must on the closing date: 1. **Professional Qualifications, Experience, etc** (a) Eligible applicants will be those who on the closing date for the competition: (i) Possess a Quality and Qualifications Ireland (QQI) (NFQ) Level 6 (or higher) Advanced Certificate Craft – Carpentry & Joinery (or equivalent qualification). Or (ii) Possess the National Craft Certificate issued by FETAC. Or (iii) Possess the Senior Trade Certificate issued by Department of Education. Or (iv) Possess a Level 3 Technical/Trade qualification or equivalent issued by City & Guilds, London. And (b) Candidates must possess the requisite technical knowledge and ability, including a high standard of suitability for the proper discharge of the office. **2. Age** Age restriction shall only apply to a candidate where s/he is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving. Completed application forms for the office occurs. **3. Health** Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. **4. Character**

	Each candidate for and any person holding the office must be of good character.
Post specific requirements	• Demonstrate depth and breadth of post qualification Carpentry experience in industrial maintenance in a Health Care setting, as relevant to the role, including extensive knowledge and experience of maintenance procedures relating to the safe operation and maintenance of carpentry related systems • Have successfully undertaken or be willing to undertake the Solas Safe Pass Health and Safety Awareness Programme, or equivalent approved training programme. • As this post will involve the driving of HSE owned vehicles, the successful candidate is required to Be the holder of a full clean B Driving Licence. **Submit a copy of licence with completed Application form. Please note the full clean B Drivers licence must be for Manual transmission vehicles**
Other requirements specific to the post	• Access to appropriate transport to fulfil the requirements of the role, as this post will involve frequent travel between sites. • Candidates should live within a reasonable travel time of the hospital, such that emergencies can be responded to within a reasonable period of time (no longer than 30 mins from receiving call to being on site). • The post holder will be required to carry a HSE mobile phone or bleep during working hours or other aids of communication as required. • Due to the nature of the business of the hospital, some of the works will be conducted outdoors (on roofs etc.) and in difficult weather conditions. The post holder will be required to work in all weather conditions when requested to do so, or when circumstances dictate. • Some overtime will be required, periodically. • The post holder will be required to participate in emergency call outs. • **Will be required to participate in a emergency "on-call" service**. When rostered on-call, s/he will be required to be available at short notice to deal with emergencies and provide site attendance within a maximum time period of 30 mins, from receiving a call to attend the relevant site "out of hours". Participation in the Callout roster is an essential requirement of the post and the Post Holder must demonstrate flexibility to participate in revised rosters at short notice due to unforeseen circumstances and operational/service requirements. • S/he may be required to work overtime when directed and shall at all times have due regard to the importance of maintaining essential hospital services. S/he shall reside within a reasonable distance of the hospital. • Use own transport to carry out duties in other sites as required; travel in company provided transport as directed by their supervisor or delegated persons
Additional eligibility requirements:	**Citizenship requirements** Eligible candidates must be: (i) EEA, Swiss, or British citizens **OR** (ii) Non-European Economic Area citizens with permission to reside and work in the State Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.

	To qualify candidates must be eligible by the closing date of the campaign.
Skills, competencies and/or knowledge	**Professional Knowledge** • Demonstrate sufficient technical knowledge to carry out the duties and responsibilities of the post. • Demonstrate evidence of their experience of working on carpentry related systems. • Demonstrate working knowledge of Fire regulations and associated maintenance obligations. • Demonstrate the ability to develop and write technical engineering reports. • Demonstrate an ability to read and interpret working drawings and schematics. • Demonstrate the ability to design and implement structured policies and systems for the management of service and maintenance of hospital equipment and systems. • Demonstrate evidence of project management skills encompassing all streams of work appropriate with key responsibilities. • Demonstrate awareness of and adhere to relevant standards policies and legislation for example Health and Safety, Freedom of Information Act 1997, Childcare Act, HIQA Standards. **Planning & Organising** • Demonstrate effective planning and organising skills. • Demonstrate an ability to develop method safety statements. • Demonstrate the ability to implement work schedules. • Demonstrate the ability to look ahead and forward plan for service developments; including the ability to compile lists of materials required for projects and repairs; the ability to estimate time frames for maintenance tasks. • Demonstrate an understanding of the importance of value for money in the performance of work. • Demonstrate an ability to manage deadlines and handle multiple tasks effectively. • Demonstrate experience in working effectively under pressure. **Team Skills** • Demonstrate evidence of experience of working with multidisciplinary teams. • Demonstrate the ability to work independently and on their own initiative, as well as part of a multi-disciplinary maintenance team. **Problem Solving & Decision Making** • Demonstrate the ability to evaluate information, solve problems and make decisions in a timely manner. • Demonstrate the ability to work within a multi-disciplinary team to resolve problems and implement solutions. **Commitment to Providing a Quality Service**

	• Demonstrate a commitment to providing a quality service; including an awareness and appreciation of the service user such as patients, the general public, medical and non-medical staff. **<u>Communication & Interpersonal Skills</u>** • Demonstrate effective communication skills including the ability to present information in a clear and concise manner, written and verbal. • Demonstrate the ability to receive and implement instructions in an effective and efficient manner. • Demonstrate the ability to communicate with other staff members to coordinate works and update on progress of works. • Demonstrate evidence of computer skills e.g. email etc., as relevant to the role.
Campaign specific selection process **Ranking/shortlisting / interview**	A ranking and or shortlisting exercise may be carried out based on information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements. Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process. Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Diversity, equality and inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition. Read more about the HSE's commitment to Diversity, Equality and Inclusion
Code of practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).

	The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. Read the CPSA Code of Practice.
The reform programme outlined for the health services may impact on this role, and as structures change the job specification may be reviewed. This job specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned.	

Maintenance Craftsman / Carpenter
Terms and conditions of employment

Tenure	The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage. Appointment as an employee of the Health Service Executive is governed by the Health Act 2004, the Public Service Management (Recruitment and Appointments) Act 2004, and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working week	The standard weekly working hours of attendance for your grade are 39 hours per week. Your normal weekly working hours are 39 hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. You are required to work agreed roster/on-call arrangements advised by your Reporting Manager. Your contracted hours are liable to change between the hours of 8.00am and 8.00pm over seven days to meet the requirements for extended day services in accordance with the terms of collective agreements and HSE Circulars.
Annual leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. *** Public Servants not affected by this legislation:** Public servants joining the public service or re-joining the public service with a 26-week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Protection of children guidance and legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons.

	In the HSE, all Mandated Persons under the Children First Act 2015 are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act 1998. You should check Schedule 2 of the Children First Act 2015 to see if you are a Mandated Person, and therefore a HSE Designated Officer, and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources. .
Infection control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include: • Developing a SSSS for the department/service[1], as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training need assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are managed appropriately and investigated in accordance with HSE procedures[2]. • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.

[1]A template SSSS and guidelines are available on writing your site or service safety statement.
[2] Structures and processes for effective incident management and review of incidents.