



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER (WORKS) WESTERN

JOB ROLE: Carpenter Assistant (Buildings)

CORPORATEE INFORMATION

1. **Position Level:** Salary Band B
2. **Salary Range:** \$5.37/hr. - \$6.89/hr.
3. **Duty Station:** Lautoka
4. **Reporting Responsibilities:**
 - a) **Reports To:** Carpenter Leading Hand
 - b) **Liaises with:** Staff from across a;; Divisional Engineer Works Western,
 - c) **Subordinates:**

POSITION PURPOSE

The position supports the functions of the Carpenter Leading Hand in carrying out all carpentry works in the division.

KEY RESPONSIBILITIES/KEY RESULTS AREA (KRAs)

This position will achieve its purpose through the following key responsibilities;

1. Assist the carpenter in carrying out assigned duties;
2. Maintain and ensure all working tools are in order;
3. Ensure the timely provision of materials and tools to the carpenter;
4. Carryout general carpentry work;
5. Ensure cleanliness and OHS compliant work environment is maintained at all times;
and
6. Carry out any other duties assigned by the Leading Hand.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators.

1. All assigned duties completed on time, budget and to accepted standards;
2. All working tools are well maintained and working;
3. Materials and tools are always on hand; and
4. Clean and safe work environment.

PERSON SPECIFICATION

In addition to a Trade Certificate in Carpentry & Joinery (or equivalent), the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

KNOWLEDGE AND EXPERIENCE

1. At least some experience in general carpentry work in the public sector or corporate environment;
2. Working knowledge on the usage of carpentry tools and machines; and
3. Demonstrated ability to carry out general carpentry work.

SKILLS AND ABILITIES

1. Able to work with less supervision;
2. Able to work in a team;
3. Analytical and problem solving skills; and
4. Attention to detail and high level of accuracy.

PERSONAL CHARACTER & ELIGIBILITY

Applicants for employment in the Ministry of Infrastructure and Meteorological Services must be Fijian Citizens, under Age 55, in sound health, with a clear police record. The successful applicant will be required to provide a medical certificate and police clearance as a condition of employment.

The Ministry of Infrastructure and Meteorological Services is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability.