



## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

### DIVISIONAL ENGINEER (WORKS) CENTRAL/EASTERN

**JOB DESCRIPTION:** LEADING HAND (CARPENTER)

#### CORPORATE INFORMATION

1. **Position Level:** Salary Band E
2. **Salary Range:** \$19,041.75 - \$24,412.50
3. **Duty Station:** Walu Bay.
4. **Reporting Responsibilities:**
  - a) **Reports To:** Foreman (Buildings)
  - b) **Liaises with:** Staffs of the Divisional Engineer Works, Central/Eastern.
  - c) **Subordinates:** Tradesman

#### POSITION PURPOSE:

The position is responsible for the assistance of the Supervisor in supervising all carpentry works on a daily basis on construction and maintenance projects on government buildings and quarters.

#### KEY RESPONSIBILITIES/KEY RESULTS AREA (KRA)

The position will achieve its purpose through the following key duties:

1. Supervise and manage employees at the job site;
2. Ensures that works assigned are completed on time and within the budgetary allocations;
3. Ensures that building materials received at the job site matches with the material list and specifications required;
4. Provides report on the physical progress of the project.
5. Ensure that the work environment at the job site is Occupational Health and Safety (OHS) compliant.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Effective and timely management of staff performance, resources and compliance with operational requirements to enable successful delivery of quality and timely outputs identified in individual work plans and operational plans;
2. All agreed activities are delivered within agreed timeframes, and compliant with relevant processes, legislation and policies;
3. All reports are compiled with appropriate information and submitted within agreed timeframes; and
4. All Occupational Health and Safety procedures are followed by all staff and compliant with departmental operational and reporting procedures.

## **PERSON SPECIFICATION**

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

### **Knowledge and Experience**

1. At least seven (7) years' experience in general carpentry work in the public sector or corporate environment;
2. Conversant with reading & interpreting plans; and
3. Working knowledge on the usage of carpentry tools and machines.

### **Skills and Abilities**

1. Demonstrated ability to lead and organize activities or projects to meet business outcomes;
2. Demonstrated ability to communicate effectively;
3. Ability to contribute and work cooperatively within a team environment;
4. Have analytical and problem solving skills;
5. Attention to detail and quality of workmanship; and
6. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organization.

### **Personal Character and 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 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 of applicants.