



MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

DIVISIONAL ENGINEER WORKS WESTERN

JOB DESCRIPTION: Leading Hand (Carpenter-Buildings)

CORPORATE INFORMATION

1. **Position Level:** Salary Band E
2. **Salary Range:** \$19,041.75 - \$24,412.50
3. **Duty Station:** Lautoka.
4. **Reporting Responsibilities:**
 - a. **Reports To:** Supervisor
 - b. **Liaises with:** Staff from across all Divisional Engineers Works Western.
 - c. **Subordinates:**

POSITION PURPOSE:

The position supports the functions 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. Supervising workmen on projects.
2. Ensure provision of quality materials on site.
3. Identifying carpentry accessories as required.
4. Executing and reporting on physical progress of the project.
5. Looking after the welfare of staff, their meals, accommodation while on camp.
6. Solving subordinates human related problems.
7. Ensure cleanliness and OHS compliant work environment is maintained at all times.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Tasks accomplished on time & budget
2. Professional finish
3. Timely procurement of materials
4. Timely submission of comprehensive reports
5. Clean and safe working environment.

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 two (2) years' experience in general carpentry work in the public sector or corporate environment;
2. Working knowledge on the usage of carpentry tools and machines;
3. Conversant with reading & interpreting plans
4. Demonstrated ability to carry out general carpentry work.

Skills and Abilities

1. excellent interpersonal skills
2. ability to lead a work team
3. team building skills
4. analytical and problem solving
5. attention to detail and quality workmanship

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 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.

