



## MINISTRY OF INFRASTRUCTURE AND METEOROLOGICAL SERVICES

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### DIVISIONAL ENGINEER (WORKS) WESTERN

#### **JOB ROLE: PAINTER ASSISTANT (BUILDINGS)**

#### **CORPORATE INFORMATION**

1. **Position Level:** Salary Band A
2. **Salary Range:** \$4.60/hr - \$5.90/hr.
3. **Duty Station:** Lautoka.
4. **Reporting Responsibilities:**
  - a. **Reports To:** Leading Hand Painter
  - b. **Liases with:** Staff from across all Divisional Engineers (Works) Western.
  - c. **Subordinates:** NIL

#### **POSITION PURPOSE:**

The position supports the functions of the Painter Leading Hand in carrying out all painting and decorating works in the division.

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

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

1. Carry out general painting & decorating works
2. Assist the Leading Hand in carrying out assigned duties.
3. Maintain and ensure all working tools are in order
4. Ensure the timely provision of materials and tools.
5. Ensure cleanliness and OHS compliant work environment is maintained at all times.
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.
4. Clean and safe work environment.

## **PERSON SPECIFICATION**

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

### **Knowledge and Experience**

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

### **Skills and Abilities**

1. Able to work with less supervision
2. Able to work in a team
3. analytical and problem solving
4. attention to detail and high level of accuracy

### **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 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