



Position Description

Vacancy Title: **Carpenter**

Location: **Suva**

Reports To: **Team Leader Technical Services (Suva) (v 1.00)**

Objective

Responsible for all general carpentry and joinery duties within the Port facilities. This role reports to the Team Leader Maintenance.

Outcomes

Organisational Stakeholders

1. Carpentry duties performed effectively:

- Repair work on FPCL office furniture and renovation work on office and building addressed and completed in a timely manner
 - re-roofing and repair works on building and timber structures addressed efficiently
- Defects reported and repaired
 - complaints on company assets/buildings addressed and attended to
- Common carpentry duties conducted as required or instructed
 - regular inspection conducted on FPCL carpentry works

2. Relevant reports maintained, updated and submitted in a timely manner:

- A list of required electrical material prepared and forwarded to the Team Leader.
- The daily work register and inspection register updated and maintained.
- Incidents and accidents reported accordingly.
- Value for money purchasing ensured through quotations provided
- Support Staff Weekly Timesheet prepared and submitted to the Team Leader.
- Filing systems and records maintained, accessible, up to date and complete

3. Supervisory duties performed efficiently and effectively:

- Duties allocated based on the Inspection Planner for Support Staffs' daily engagement.
- Assistance provided to the Team Leader and Store-man in the upkeep and records keeping of the Store.
- Assistance provided to the Technical Services Team as and when required by the Team Leader.

4. FPCL's reputation, profitability and performance is supported

- High professional standards contribute to the organization's success
 - Deadlines and service level agreements met at all times
 - High ethical standards met at all times
 - Excellent teamwork aimed to achieve business outcomes efficiently and effectively
 - Organization's efficiency and improved productivity supported
 - Process/systems improvement initiatives;
 - Cost reduction initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Modern technology and innovative methods used to achieve results

5. The organization's image and value standards demonstrated and upheld at all times

- A professional and amiable relationship upheld with all stakeholders
- Confidentiality of all communications upheld as needed at all times

Responsibilities - Key Competencies

Competence

Description

Business

- | | |
|---------------------|---|
| Planning | Deliver results by developing, reviewing or following a work plan, action plan or operational plan. |
| Resource Management | Deliver results through the efficient and effective allocation and use of supplies, equipment and people. |

Customer

- | | |
|---------------------|--|
| Customer Commitment | Demonstrate a commitment to customer service - both internal and external customers. |
|---------------------|--|

Competence	Description
Quality Focus	Deliver quality.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Operational	
Maintenance	Monitor and/or maintain equipment, plant or vehicles in sound operating order.
Equipment Operation	Control the operation of specialised equipment, plant or vehicles to satisfy the demands of the assignment.
Health and Safety	Establish and maintain a safe and healthy work environment.

Qualifications

Qualification	Discipline	Notes
Preferred		
Certificate	Wood and Carpentry	Class 3 or higher Trade Certificate in Carpentry

Work Knowledge and Experience

- Minimum of 5 years of experience in carpentry works
- Reasonable proficiency with Microsoft Office and FPCL online reporting systems
- Demonstrated knowledge of reading engineering drawings

Requirements

Language Proficiency

- Good Communication Skills
- Successful completion of Level 2 Speaking and Writing Test

Regulatory Compliance Requirements

- Driver's License
- OHS
- Fire Prevention
- Fire Control

Skills Assessment

- Good time management skills
- Use Excel and Microsoft Word for records keeping and report writing
- Ability to read, understand and utilise the engineering drawings into daily work completion

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Engineering Department	
External		
	Customers/Clients	
	Stakeholders	

Attributes

Behavioural Styles

- Accountable: Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
- Detail oriented: Attends to the small elements of a task/activity, ensuring completeness and accuracy.
- Integrity: Adherence to moral and ethical principles; soundness of moral character; honesty.
- Punctuality: Completes a required task or fulfills an obligation before or at a previously designated time

Reliable Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Objective Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.

Self Sufficient and Assured Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities

Team Oriented Enjoys being with others as part of a group or team.

Thinking Styles

Conscientious Demonstrates a sense of right and wrong and a personal obligation to do the right thing.

Decisive Reaches conclusions, promptly and firmly.

Initiative Takes action and makes decisions without the help or advice of other people.

Well organised Controls tasks in a well thought out and critical manner.

How To Apply

Online

Contact for Enquiries

Contact Name: Shamal Bali

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Further Contact Information: --

Closing Date: 06 Nov 2024