



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE:	Construction Operative – Carpenter
TEAM:	Facilities
REPORTS TO:	Facilities Team Leader
JOB PURPOSE:	To undertake any carpentry, repairs, maintenance and similar duties for the Ascension Island Government. To carry out stevedore duties as a core function, which involves working a 12-hour shift and, at times, weekends.

MAIN DUTIES:

1. Operate and maintain carpentry tools and equipment.
2. Make and fit all woodwork requirements for buildings, such as:
 - All types of doors and cases
 - All types of windows and cases
 - Gates
 - Fly screens
 - Trellis
 - Formwork (shuttering).
3. Undertake other building work as required including:
 - All types of ceiling (suspended and cladding).
 - Stud work and plaster boarding.
 - Glass cutting and glazing.
 - Fit all builders' ironmongery.
 - Fit all types of guttering.
 - First coat painting and varnishing when required.
 - Repair to kitchen units, upholstery and furniture.
 - All types of floor and wall tiling including, ceramic, marley tiles, carpet tiles etc.
 - Assist with all types of roofing – Decra tiling, asbestos and roofing iron, Onduline, etc.
 - Repairs and Maintenance to bungalows.
4. To carry out stevedore duties as a core function, which involves working a 12-hour shift and at times, weekends.

5. To strip asbestos in accordance with UK regulations (after appropriate training)
6. To undertake any other related duties as requested by the Team Leader and to work reasonable overtime as and when required.
7. To liaise with the Team Leader in planning works and estimating materials to be used.
8. To ensure that all duties and performance standards comply with:
 - Current Health & Safety Procedures
 - Standards of Work – QHSE
 - Customer Care Requirements
 - Key Performance Indicators
9. To undertake any other duties consistent with the post, and commensurate with the skills and competency of the post, including but not restricted to:
 - Basic masonry
 - Painting
 - Tiling
 - Scaffolding

RESPONSIBILITIES:

1. To be responsible for equipment used to carry out job related work.
2. Keeping daily records of jobs undertaken.
3. To execute workmanship to a high standard and ensure it is carried out in strict compliance with QHSE processes and procedures.
4. To attend any training course that AIG may specify in the further development of jobholder's role.

PERSON SPECIFICATION:

Essential

1. Has previously carried out some painting duties/tasks, or gained a qualification in this trade.
2. Good level of physical fitness, including the ability to lift, work at heights and in differing conditions.
3. Must be able to prioritise workloads and meet deadlines.
4. High level of attention to detail.
5. Must be able to work independently and as a part of a team.
6. Knowledge of workplace safety practices including manual handling procedures and Control of Substances Hazardous to Health.
7. Knowledge of First Aid practices or willingness to learn.
8. Excellent communication skills.
9. Effective time management and prioritising skills.
10. Must hold a valid driving licence for class A & B vehicles.
11. Systematic approach to work, technical minded and logical attributes

Desirable

1. At least five practical site experience.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.