



## ASCENSION ISLAND GOVERNMENT

### JOB DESCRIPTION

**JOB TITLE:** Roofer

**TEAM:** Facilities

**REPORTS TO:** Carpenter team leader

**JOB PURPOSE:**

1. To undertake any roofing repairs from single tile or slate or sheet, to the re-roofing of entire buildings, the maintenance, removal and entire new roof builds. General carpentry, repairs and maintenance for Ascension Island Government and other Organisations if so directed by AIG
  2. To carry out stevedore duties which involves working a 12-hour shift and at times, weekends.
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**MAIN DUTIES:**

1. Repair and maintain all types of roofs, tiling, DECRA tiling, burned slates, Asbestos, roofing iron, Asphalt, ONDULINE, etc - making roofs weather proof.
2. Operate and maintain carpentry tools and equipment.
3. 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).
4. 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.
  - Fitting of laminate flooring
  - Repairs and Maintenance to bungalows.
5. To carry out stevedore duties, which involves working a 12-hour shift and at times, weekends.
  6. To strip Asbestos in accordance with UK regulations (after appropriate training)
  7. To undertake any other related duties as requested by the Team Leader and to work reasonable overtime as and when required.

### **RESPONSIBILITIES:**

- To comply with AIG's Health and Safety at Work procedures and regulations.
- Carry out works in a safe manner, to a high standard with longevity in mind.
- To attend any training course which AIG may specify in the further development of the jobholder's role.
- To provide high standards of customer service when dealing with members of the public or external organisations.
- To ensure that any usage of AIG vehicles is compliant with the vehicle usage policy, including reducing unnecessary journeys and maximising vehicle sharing where possible.

### **PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes**

#### **Essential**

- Experience as a roofer or a very similar role in construction
- Physically strong and fit, a good balance and have a head for heights
- Excellent carpentry skills, exterior and interior renovations
- NVQ level 2 or work experience in carpentry – Blue print reading
- Knowledge of building maintenance developed across a variety of situations
- Knowledge of safe operation of basic hand and power tools
- Knowledge of workplace safety practices including manual handling procedures and Control of Substances Hazardous to Health
- Knowledge of First Aid practices or willingness to learn
- Estimating the type and amounts of materials & consumables needed on the job
- Excellent customer service skills
- An effective team member with the ability to motivate self and others

- Effective communications and time management skills
- Driving licence drive vehicles of classes: A, B & C
- Flexible in approach and solution focussed

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This Job Description indicates 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.

April 2023