



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Carpenter

TEAM: Building & Civil Works and Services

REPORTS TO: Carpenter Team Leader (FM)

JOB PURPOSE:

1. To undertake any carpentry, repairs and maintenance for Ascension Island Government and other Organisations.
2. 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 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.
- To attend any training course which AIG may specify in the further development of the jobholders role.
- 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.
- To provide high standards of customer service when dealing with members of the public or external organisations.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- NVQ level 2 or work experience in carpentry
- 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
- Excellent customer service skills
- An effective team member with the ability to motivate self and others
- Effective communications skills
- Time management skills
- Driving licence drive vehicles of classes A, B & C
- Flexible in approach and solution focused

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.

January 2024