



Job Description

Title	Assistant Carpenter
Institute/Department	Properties, Facilities and Projects (PFP).
Category	Technical
Reports to	Carpenter Supervisor
Location/Campus	Kukum Campus

Summary of Duties

The Assistant Carpenter will support the Supervising Carpenter in executing various carpentry projects, ensuring all work is completed to the highest standards. This role involves hands-on carpentry tasks, following project plans, and maintaining a safe and organized work environment.

Roles and responsibilities:

Key Responsibilities:

- Assist the supervising Carpenter in the construction, installation, and repair of structures and fixtures made from wood and other materials.
- Follow blueprints, drawings, and specifications to meet client requirements.
- Measure, cut, and shape wood, plastic, and other materials.
- Assemble and join materials with nails, screws, staples, or adhesives.
- Install structures and fixtures, such as windows, frames, floorings, and trim.
- Inspect and replace damaged framework or other structures and fixtures.
- Operate and maintain carpentry tools and equipment.
- Adhere to all safety protocols and guidelines to ensure a safe working environment.
- Maintain a clean and organized workspace.
- Collaborate with other team members to complete projects efficiently and effectively.

Dimensions

Problem-solving and Impact:

- Contribute to decision-making on carpentry duties within the property division.

- Advise the Manager of Property on any necessary carpentry maintenance.

Resource Management:

- Assist in the overall management of the carpentry department in the property division.
- Alert the Head of Division to any carpentry requirements within SICHE.

Working Environment:

- Balance competing pressures of knowledge transfer, technical demands, and deadlines.
- Take responsibility for conducting risk assessments and reducing hazards, depending on the area of work and level of training received.
- Engage in continuous professional development.

Decision-making Authority:

- Assist in the allocation of workload for the carpentry area.
- Help identify the budget for carpentry maintenance and report discrepancies.

Key Performance Indicators:

- Ensure that maintenance is performed on all SINU buildings.
- Inspect and address carpentry faults as they are identified.
- Maintain a work program.
- Ensure materials are readily available, and work is done promptly when requested.

General Responsibilities:

- Adhere to the College's Equal Opportunities policy in all activities and actively promote equality of opportunity wherever possible.
- Be responsible for your health and safety and that of your colleagues.
- Undertake other duties as may be reasonably expected.

- Provide a healthy and comfortable working environment.

Qualifications required

Qualifications:

- Certificate in Carpentry and Allied Trades from a recognized institution.
- A minimum of five (5) years of relevant work experience in carpentry.
- Strong written and verbal communication skills.
- Basic knowledge of administrative duties.
- Proficiency with carpentry tools and techniques.
- Attention to detail and strong problem-solving skills.
- Ability to work independently and as part of a team.
- Commitment to workplace safety and the ability to follow safety protocols.
- Reliable and punctual with a strong work ethic.

Desirable Attributes:

- Experience with various carpentry techniques and materials.
- Familiarity with local building codes and regulations.
- Experience in both residential and commercial carpentry projects.
- Ability to read and interpret technical documents and blueprints.
- Strong organizational skills and the ability to manage multiple tasks simultaneously.

Working Conditions:

- This position requires physical stamina and the ability to lift heavy materials.
- Work is performed in various environments, including outdoor sites and indoor workshops.
- Use of personal protective equipment (PPE) is mandatory.

Terms and Conditions

The position is offered as a five (5) year employment contract, with remuneration and benefits provided according to the Solomon Islands National University (SINU) Salary Level. The contract is renewable based on satisfactory performance.