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WATER AUTHORITY OF FIJI  
**REF: 1002 CARPENTER  
SUPPORT  
(WAILOKU DEPOT)**

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**Purpose**

The Carpenter is primarily responsible for to cutting, fabricating and installing wooden and other structures according to specifications. It also entails working in diverse settings to produce steady and functional infrastructure and products. The successful incumbent will assist in the repair works providing support to the DMA Teams. This position reports to the Technical Officer Support.

**Principal Accountabilities**

1. Carpentry services delivered effectively and efficiently

- Timely, quality and expert assistance provided to the Leading Hand in the planning and delivery of the following:
  - Reading blueprints, drawings and sketches and requirements of the scope of work to be undertaken fully understood
  - Measurements taken and the size and amount of material needed calculated
  - Lumber and other material (e.g. fiberglass) cut, shaped and smoothed according to measurements
  - Window frames, doors, staircases and frame buildings constructed from raw materials or pre-constructed items
  - Floorings, roofing's or dry walls laid out ensuring they are levelled and compatible
  - Furniture, cabinets, shelves and other items carved & assembled and fixed at designated places.

- Assigned inspections conducted with appropriate repairs and/or maintenance completed
- Scaffolding and other construction structures built correctly as and when required.
- Compliance standards / requirements of WAF for safety requirements complied with
- Work plans/schedules for carpentry work completed successfully as per the required specification(s), quality and in a timely manner
- Timely, relevant and quality carpentry assistance provided towards the successful execution of the following, as and when required:
  - Relevant WAF Preventative Maintenance Programme outcomes
    - maintenance and planned preventative maintenance of WAF infrastructure attended to effectively and completed according to set guidelines
- Carpentry related expenses maintained within allocated budget
- Material and equipment stored appropriately
- Stock management ensured
  - materials managed effectively
- Implemented safety measures for equipment operations, maintenance and storage for OHS compliance
- Timely, accurate and complete documentation/progress reports compiled/completed and submitted to the Technical Officer as and when required, for necessary action
  - All paper work pertaining to the projects carried out are maintained
  - Financial and administrative documents pertaining to carpentry projects are recorded, stored safely and then submitted accurately for verification, reconciliations and / or payment purposes.

## 2. Operationally compliant organisation

- Compliance with operational procedures (SOP) ensured.

- OHS Policy and procedures complied with
- Building and structure codes complied with
- Risks associated with carpentry work effectively monitored and managed

### 3. Teamwork and cooperation

- Cooperation within the team and greater function / department encouraged
- Cooperation across functions / departments ensured
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by the Leading Hand effectively and efficiently addressed

### 4. Organisational values upheld and demonstrated at all times

- Support toward the alignment of deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured

## **Knowledge & Experience**

- Certificate in Carpentry or Carpentry III or IV and/or CPC30211
- Trade Test Certificate (Class III) Carpentry
- At least 3 years of experience in a Carpentry works in a similar field/organisation with Certificate
- At least 2 years of experience in a Carpentry works in a similar field/organisation with Trade Certificate
- Experience in carpentry and plumbing works in a similar field/organisation stated above.
- Excellent understanding of carpentry techniques, methods of setting out profiles, installation and construction
- Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.)

- Ability to read and interpret technical documents and drawings for the purpose of successfully carrying out carpentry outcomes

### **Skills & Abilities**

- Contribute to the team improving team effectiveness through personal commitment
- Recognise a problem in a routine task and select the appropriate solution.

### **Remuneration**

Remuneration will be commensurate with relevant qualifications and experiences.

### **WHERE TO SEND YOUR APPLICATION**

Typed applications must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

**INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**

Applications should be marked “**Confidential REF: 1002 Carpenter – Support (Wailoku Depot)**” and should be received no later than **3 June 2022** and could be:

**Mailed to:**

The Manager Human Resources      or  
Water Authority of Fiji

**Hand delivered to:**

Human Resources Unit      or  
Level 3, Manohan Building

**Emailed to**

hr.recruit@waf.com.fj