
WATER AUTHORITY OF FIJI

REF: 1003 CARPENTER

WATER RESOURCE MANAGEMENT

(WAILOKU DEPOT)

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. This position reports to the Technical Officer.

Principal Accountabilities

1. Carpentry services delivered effectively and efficiently
 - Timely, quality and expert assistance provided to the Technical Officer 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
 - Layout profile for coffer dams reinforcement, concrete ratio and dam accessories.
 - 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 to building 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 Plan Preventative Maintenance Programme outcomes
 - maintenance and planned preventative maintenance of WAF infrastructure attended to effectively and completed according to set guidelines
 - drawing plans for construction of rural water supply projects infrastructure, water tanks, dams etc
- 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 Leading Hand 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 Management System Policy and procedures complied with
- Building and structure codes complied with
- Risks associated with carpentry work effectively monitored and managed
- Comply to Plant Hire requirements during filling of tallyman sheet
- Participate with Environment Management Committee if required

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 relevant superiors 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 OR Trade Test Certificate (Class III) Carpentry
- At least 3 years of experience in a Carpentry works in a similar field/organisation with Certificate OR
- At least 2 years of experience in a Carpentry works in a similar field/organisation with Trade Test Certificate
- Excellent understanding of carpentry techniques and methods of installation and construction
- Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc.)
- For carpenters working on dams, water tanks etc., at least 3 years' experience in rural carpentry works for water supply services. Knowledge of constructing water dams and water tanks [Ferro Cement] and water Works/general plumbing works are an advantage
- Willingness to travel and remain at work site for periods of time
- Ability to read 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
- Identify the important issues and select an established procedure to address the problem
- Utilise time and effort efficiently to complete tasks set by others.

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: 1003 Carpenter – Water Resource Management (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