

**FIJI NATIONAL UNIVERSITY
JOB DESCRIPTION**



VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnership, enhances excellence, and provides education and skills that promote sustainability through research with real world impact and contributes to self-development.

1. POSITION DETAILS

Position : Carpenter

Incumbent :

Division : Estates & Facilities

Department : Maintenance

Location : Ba Campus

Reports to : Director Estates & Facilities through Deputy Director Maintenance and Facilities

2. PURPOSE

Perform skilled Joinery and carpentry works in the construction, maintenance, alteration, and repair of building and facilities components such as floorings, ceiling, roofs, stairways, doors, window frames, furniture and related building components.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: Deputy Director Maintenance and Facilities

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

- Perform skilled Carpentry, Joinery and painting works and the maintenance and audit of the Building & Facilities, and providing regular feedback to the Maintenance Coordinator.
- Assist with the Inspection, assessment of the preventative maintenance schedule on the existing Building & Facilities and the development with the Cyclic Maintenance plan of the University.
- Provide support to the maintenance team on the routine maintenance works: Promptly attending to work order details.
- Assist with Coordinating of the physical works with the respective teams and during events. E.g. graduation, open day, Orientation and in the events of disaster preparation and recovery.
- Maintaining of assigned tools and equipment in good conditions and close coordination with store section for timely acquisition of materials.
- Ensure compliance to safety at works and the University's policies and standards.
- Excellent understanding of Carpentry/Joinery techniques and method of installation and construction and ability to read technical documents and drawings.
- Construction and alternation, maintenance and repair, of building components made of wood and other building materials.
- Plan and complete construction of cabinets, shelves, and partitions from initial layout to assembly using oral instructions, plans, specifications, blueprints, and work orders.
- Select material and hardware and make estimation of materials required for the completion of the task.
- Fabricate, repair, and replace doors, windows, flooring, ceiling materials, glass, building hardware, screens, plastic laminate, Perimeter fence and gates etc.
- Detect needed repairs on buildings and equipment by following established inspection procedures, and carry out maintenance works such as repair and finish furniture, cabinets, fixtures, woodwork, etc.
- Assist with the installation and moving of portable furniture's, Tables, desk chairs as when required etc.
- Receive and complete work orders, and maintaining of accurate records on material and labour used. The inventory of tools, equipment, and materials.
- Inspect jobs upon completion and ensure areas are clean and remove scraps and waste materials as needed.
- provide support during absences or shortage of staff in other trades or to perform duties associated with light construction. The maintenance staff may be required to perform duties outside their normal area of expertise to meet the mission and goals of the Division: Estates & Facilities.
- Respond to emergency calls and attend after hours and weekend as when required.
- Any other duties as assigned by the Manager Maintenance & Building Services and Director Estates & Facilities.

5. KEY CHALLENGES

- Working off hours/ extra hours or weekends in times of emergency.

6. AUTHORITY LEVEL

- Operating Expenditure :.....
- Capital Expenditure :.....
- Others :.....

7. QUALIFICATION AND EXPERIENCE

Essential

- A Trade Certificate/ trade test qualification or relevant technical training certificate with equivalent from a combination of experience, knowledge and training with a minimum of 4 years' relevant trade experience, carpentry or joinery works with a Trade Certificate, trade test qualification or relevant technical training certificate. OR more than 10 years of relevant carpentry/joinery field experience in Building Maintenance or construction industry.
- Experience with multitasking and working within tight timelines.
- Preferably hold a current and clean Fiji Driver's license.

8. KNOWLEDGE & SKILLS

- Tools and method of trade, applicable to local building codes
- Perform skilled Carpentry, Joinery & Painting in the upkeep of Building and Services.
- Ability to read, interpret, and work from the design and floor plans; prepare scope of works, sketches of works and estimates of materials and labour cost, selection of materials to be used and work cooperatively with the team.
- Working as part of a team on rostered shifts.
- Maintaining residences and buildings.
- Building items such as furniture and stairs.
- Making repairs to the internal and external structure.
- Ensuring buildings are safe.
- **Personal Quality:** Team Player, strong attention to detail, result focused, self-motivated, committed and willingness to work after hours and during weekends. Ethics - a person of integrity, willingness to follow safety guidelines at all times.

9. WORKING RELATIONSHIP

INTERNAL	Frequency
Division of E&F staff	Daily basis
Other Divisional and College staff	Need basis

10. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.