



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Carpenter		
<b>Department:</b>	Public Works	<b>Section:</b>	Property & Municipal
<b>Reports to:</b>	Senior Carpenter		
<b>Grade:</b>	Falkland Islands Government Grade - F	<b>Job Code:</b>	356C01

## Job Purpose

To effectively plan and execute tasks set by the Senior Carpenter, including the supervision and training of apprentices and other co-workers; in order to achieve set targets, optimise output and ensure safe working practices.

## Job Facts & Figures

Day to day on the job supervision of Handymen and apprentices.  
Use and care of Plant & Machinery £25,000.  
Direct supervision and training of apprentices in craft skills and health and safety matters.

## Main Accountabilities:

- To plan and execute skilled and semi-skilled tasks as generally directed by the immediate supervisor in an efficient, effective and safe manner.
- Occasionally act as team leader on construction projects ensuring that all works are fully completed on time and to a high standard.
- Impart knowledge and skills to apprentices in order that they develop their full potential, including routine testing of their learned skills to monitor progress.
- Carry out routine inspections and checks on workshop machinery, tools, and equipment to ensure these are safe for their intended purpose.
- Carrying out routine maintenance to hand powered tools and equipment to ensure optimum operation.
- Direct and monitor other persons provided to assist in carrying out tasks to ensure safe and effective working.
- Take adequate care of resources being used to ensure no damage is caused to assets.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***



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**Additional Information:**

The post requires the ability of the holder to be able to work within a small team “Good Team Player”. The position often involves daily contact with FIG tenants, FIG Departments and members of the public therefore politeness and tact are essential at all times.

Much of the work will be undertaken with general rather than close supervision.

Imparting trade skills to trainees and apprentices is an important part of the job function.



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<b>Person Specification:</b>	Carpenter		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Education and Qualifications:</b>			
Current valid driving licence	✓		A
Minimum NVQ level 2 or equivalent in Carpentry & Joinery	✓		A
Must be prepared to update knowledge/skills through further training	✓		A/I
Certified to NVQ or equivalent Level 3 in Carpentry & Joinery		✓	A
First aid training		✓	A
Valid Health and Safety Certificate		✓	A
Valid HGV licence		✓	A
<b>Experience/Evidence of:</b>			
Ability to understand and follow verbal and written instructions in English	✓		A/I/R
An understanding of commercial and domestic building maintenance, with a practical knowledge of carpentry, masonry, plastering and painting tasks	✓		A/I
Minimum of two years' experience in a relevant field and familiarity with hand powered tools and associated equipment	✓		A/I
Ability to understand technical instructions and interpret works orders and drawings	✓		A/I/R
Capacity to provide basic technical drawings and specifications	✓		A/I
Good prioritisation and organisational skills, with the ability to work under minimal supervision and manage own workload	✓		I/R
Good interpersonal skills with the ability to communicate clearly and effectively at all levels	✓		I/R



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<b>Experience/Evidence of: (continued)</b>			
Experience in the use of personal protective equipment	✓		A/I
Minimum 3 years' experience in first and second fix joinery	✓		A/I/R
Customer focussed with a clear understanding of the need for a fast, efficient and quality driven service and the ability to liaise confidently with customers (FIG tenants and building custodians) to discuss maintenance-related issues	✓		A/I/R
Must be able to adapt well to working locations and conditions as required, including working at heights and in confined spaces	✓		I/R
Good knowledge of building and construction services	✓		A/I/R
Strong team player with the ability to help maintain good team morale	✓		I/R
A working understanding of building services, material purchasing and construction and modern maintenance methods		✓	I
Capacity to produce technical drawings and specifications if required		✓	A/I/R
Experienced in the use of industrial woodworking machinery and tools		✓	I
Experienced in erecting scaffold and mobile scaffold towers		✓	I
<b>Personal Attributes:</b>			
Must be sufficiently physically fit to undertake the tasks required of the position	✓		I
Capacity to undertake the relevant training required by the post	✓		A/I/R
Ability to work out of hours, when required, or work overtime to meet deadlines	✓		I



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<b>Personal Attributes: (continued)</b>			
Willing to undertake an NVQ/IVQ Level 1 in carpentry if not already held			A/I
Polite, tactful, articulate and confident approach	✓		I/R
Gets personal satisfaction in a job well done	✓		I/R
Thorough approach to any work-related tasks required	✓		I/R
Ability to take on board, learn from and react appropriately to any advice or constructive feedback	✓		I/R
Must be a team player	✓		I

## Method of assessment:

A - Application Form  
I - Selection Interview  
R - Reference