



## Ministry of Police, Prisons & Corrections

### Duty Statement and Performance Assessment

Position Title	:	Carpenter
Section	:	Assets & Facilities Management
Portfolio	:	National Operations
Location	:	Police Headquarter
Salary Grade	:	P051/PO54 \$25,005.00 p.a - \$27,278.00 p.a
Report to the	:	Principal Facilities Management Officer

### Primary Purpose of Role:

To support the role of the Principal Facilities Management Officer and to ensure the efficient management of buildings and infrastructure construction and maintenance on behalf of the Ministry

### Duties:

1. Read blueprints, drawings and sketches to fully grasp requirements
2. Take measurements and calculate the size and amount of material needed
3. Build window frames, doors, staircases and frame buildings by using raw materials or pre-constructed items
4. Lay out flooring, roofing or drywalls ensuring they are leveled and compatible
5. Carve and assemble furniture, cabinets, shelves and other items and install them where designated
6. Inspect places and conduct repairs or maintenance
7. Build scaffolding and other construction structures
8. Responsible for equipment operation, maintenance and parts replacement of the project.

## Selection Criteria:

### 1. Skills and Abilities

- *Problem Solving* – Demonstrates an open minded attitude when assessing a wide range of issues and impacts within a defined context.  
Understands theoretical side of matters and application in practical situations on arising issues where relevant
- *Communication & Presentation Skills* – Communicates clearly in written and verbal  
Correspond, convey and report in sequential order information and work related matters to minimize misinterpretation
- *Planning and Organizing Skills* – Accomplish specific goals by effectively allocating resources to achieve agreed outcomes

### 2. Personal Attributes

- *Corporate Knowledge* – Ability to correctly apply the policies, practices, procedures and values of the organization and has an appreciation of the broader socio-political context in which the organization operates
- *Ethics and Professionalism* – Fosters a positive organizational image and has concern for professional excellence
- *Integrity* – Acts with integrity at all times

### 3. Experience and Past Work Performance

- Excellent understanding of carpentry technique and methods of installation and construction
- Must be able to read technical drawings and blueprints

### 4. Qualification

- Diploma in Tertiary Institution or ten years of successful working experience.