



Ministry of Police

Duty Statement and Performance Assessment

Ministry	:	Ministry of Police
Position / Title	:	Carpenter
Section	:	Assets & Facilities Management
Portfolio	:	Assets & Facilities Management Division.
Location	:	Police Headquarters, Apia
Salary Grade	:	P051/PO54 \$25,006p.a - \$27,278p.a
Report to the	:	Manager – Facilities Management

Primary Purpose of Role:

To support the role of the Facilities Manager in achieving corporate objectives, annual plans, and to ensure the efficient management of buildings and infrastructure construction and maintenance on behalf of the Ministry.

Objectives and Key Results Areas (Accountabilities):

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- Ensure the Facilities Management daily administration in relation to maintenance of building and infrastructure is effectively and efficiently maintained and properly care of.
- Ensure the flow of projects such as construction of Police Offices and Outposts.

Duties:

1. Inspect office buildings and facilities for needed services and repairs
2. Maintain and repair office buildings and facilities.
3. Maintain and repair building items such as furniture, making repairs to the internal and external structure and ensuring buildings are safe.
4. Construction of new Police Facilities as directed by the Facilities Manager.
5. Request of materials, and ensure supplies are properly stocked and looked after in the stockroom, and process orders from vendors.
6. Supervise the carpentry team and ensure preventive maintenance on tools and equipment.
7. Makes sketches, read blueprints, drawings and sketches to fully grasp requirements.
8. Drive
9. Assist the Supervisor in managing the Unit.

10. Perform other related duties as required and directed from time to time.

Selection Criteria:

1. Qualification

- Certificate from a Tertiary Institution; successfully completion of a carpentry apprenticeship program is required with at least 2 years relevant experience.

2. Working Experience

- Sound knowledge and experience of carpentry
- Excellent understanding of carpentry technique and methods of installation and construction
- Sound knowledge of the government Assets Management functions.
- 5 years in a carpentry management role

3. Skills and Abilities

- Proficient in using electrical and manual equipment and measurement tools (powered saws, hammers, rulers etc)
- Ability to read technical documents and drawings
- Willingness to follow safety guidelines at all times
- Must have analytical and innovative skills
- Good communication skills both orally and written English and Samoa.

4. Personal Attributes

- Good understanding in basic Mathematics
- Dependable and trustworthy
- Committed and Honest