



Ministry of Police, Prisons & Corrections

Duty Statement and Performance Assessment

Position / Title : Carpenter
Section : Assets & Facilities Management
Portfolio : Assets & Facilities Management Division.
Location : Police Headquarters, Apia
Salary Grade : \$12,391.00 - \$16,827.00
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):

Objectives and Key Results Areas (Accountabilities)

- Ensure the Facilities Management daily administration in relation to maintenance of building and infrastructure.
- Ensure the flow of projects such as construction of Police Outposts and any constructions to be directed.

Duties:

1. Maintain municipal buildings and facilities.
2. Inspect municipal buildings and facilities for needed services and repairs
3. Maintain 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. Operates hand and power tools associated with the carpentry trade.
6. Requisitions materials and supplies from stockroom and process orders from vendors.
7. Cleans and performs preventive maintenance on tools and equipment.
8. Assist to make sketches.
9. Assist to read and interpret diagrams.
10. Perform other related duties as required and directed.

Selection Criteria:

1. Qualification

- Certificate in Carpentry or relevant discipline with at least 2 years relevant experience

2. Working Experience

- Sound knowledge and experience of Plumbing and Electrical.
- Sound knowledge of the government Assets Management functions.

3. Skills and Abilities

- Must have analytical and innovative skills.
- Must be able to read and follow technical drawings.
- Good communication skills both orally and written English and Samoa.
- Able to work unsupervised and in a stressful environment

4. Personal Attributes

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