



## **JOB DESCRIPTION**

**POSITION:** **CARPENTER**

**SALARY:** **Grade 1/Step 1: \$9,802.60 - \$11,717.42 per annum**

**OVERVIEW:** This post is based at the Apia International Port and reports directly to the AGM Port Operations under the Port Operations Division, to ensure that maintenance of all facilities of the Authority are in excellent condition.

### **DUTIES & RESPONSIBILITIES**

1. Using a range of hand and power tools to complete required tasks
2. Keep close attendance to areas around SPA environment that need maintenance
3. Maintain fences surrounding Port and SPA premises
4. Painting work on renovations and repairs
5. Maintain a safe work environment
6. Assist in measure, cut, shape, assemble and join materials made of wood, wood substitute, lightweights steel and other materials
7. At all times comply with company policies and instructions
8. Ensure familiarity with SPA Health & Safety policy and comply with employee responsibilities
9. Any other duties that may be given from time to time

### **SELECTION CRITERIA**

- Minimum of Year 12 Certificate or equivalent
- Excellent time keeping skills and the ability to work in adverse weather conditions
- Committed to learning and keen to learn additional practical skills using hand and power tools
- Passionate about construction
- Practical skills with the ability to take on instructions
- Being patient and precise
- Being thorough, with good attention to detail
- Have thinking and reasonable skills
- Ability to work well under pressure
- Flexible approach to working on different sites
- Good communication skills in both English and Samoan
- Good report writing skills