

Position Title:	Carpenter	Division:	Port Operations
Salary Grade:	Grade 3: \$15,292 - \$18,675	Salary:	\$15,292 per annum
Reports to:	Principal Maintenance Officer	Location:	Main Office
Review by:	CSD & Port Operations, V. 1	Date:	September 2026

OVERVIEW:

This post is based at the Apia International Port and reports directly to the Principal Maintenance Officer within 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, and shape, assemble and join materials made of wood, wood substitute, lightweight's 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.

Skills and Abilities

1. Good communication skills in both English and Samoan.
2. Good report writing.
3. Ability to work well under pressure.
4. Have thinking and reasonable skills.
5. Clear verbal communication to collaborate with superior and work colleagues.

Personal Attributes

1. Must be honest when carrying out duties and responsibilities.
2. Must act and behave with the right attitude at all times.
3. Must be polite, respectful and considerate to everyone.
4. Must be able to apply skills and competencies to complete a task within time.
5. Uphold transparency and accountability at all times.

Work Experience

1. At least 3 years of practical work experience in carpentry works.

Qualification & Certification

1. Must have a NUS TVET Certificate in Carpentry/Construction Studies.