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|------------------------|-------------------------------|------------------|--------------------|
| <b>Position Title:</b> | Senior Carpenter              | <b>Division:</b> | Port Operations    |
| <b>Salary Grade:</b>   | Grade 5: \$24,994 - \$30,725  | <b>Salary:</b>   | \$24,994 per annum |
| <b>Reports to:</b>     | Principal Maintenance Officer | <b>Location:</b> | Main Office        |
| <b>Review by:</b>      | CSD & Port Operations, V. 1   | <b>Date:</b>     | 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. This role will handle construction, repair and ongoing maintenance of all Authority facilities to keep them in excellent condition.

### **DUTIES & RESPONSIBILITIES**

1. Read and interpret blueprints, drawings and technical specifications to determine dimensions and scope of work.
2. Measure, cut, shape and join wood and other building materials.
3. Construct and erect frameworks, including walls, partitions, door frames and roof framing.
4. Install interior and exterior finishes such as cabinetry, doors, windows, molding and trim.
5. Inspect damaged structures and performance necessary repairs or replacements.
6. Ensure all work complies with local building codes and safety regulations.
7. Adhere to SPA employment policies and procedures at all times.
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. Abilities to calculate dimensions, angles and use basic trigonometry for accurate cuts and layouts.
2. Safe and efficient operation of hand tools and power tools such as saws, drills, sanders and nail guns.
3. Capacity to lift heavy materials weighing up to 100 pounds, stand, climb and bend for prolonged periods.
4. Ability to troubleshoot issues, modify materials and make adjustments directly on the job site.
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 5 years of practical work experience in carpentry works.

**Qualification & Certification**

1. Must possess an APTC Certificate in Carpentry and have successfully completed a Certificate of Due Completion (CDC) in Carpentry field.