

## Carpenter

<b>Title of Position:</b>	Carpenter
<b>Reports to:</b>	Head of Section/Unit
<b>Functions:</b>	Operation and Maintenance Services
<b>Purpose of position:</b>	
To constructs, erects, installs, and finish complete wooden structures and fixtures on residential or office buildings.	
<b>Duties &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>▪ Erect, repair and maintain the wooden structures including the residential and office building;</li> <li>▪ Makes and repairs wooden articles such as cabinets and other furniture, using hand tools and woodworking machinery;</li> <li>▪ Decorate furniture by inlaying wood, applying veneer, and carving designs;</li> <li>▪ Applying different types of finishes to surfaces of wooden articles and furniture;</li> <li>▪ Removing &amp; refitting the door &amp; window fixtures such as handles, tower bolts, sliding bolts, hinges etc.;</li> <li>▪ Preparing for Annual events such as Chadi;</li> <li>▪ Perform any others duties as assigned.</li> </ul>	
<b>Key Performance Indicators</b>	
<ul style="list-style-type: none"> <li>▪ Timely maintenance of the wooden structures.</li> <li>▪ Equipment or infrastructure downtime.</li> <li>▪ Effective and efficient use of materials</li> <li>▪ Timely completion of the structures.</li> <li>▪ Frequency of maintenance required</li> </ul>	
<b>QUALIFICATION, KEY SKILLS AND COMPETENCIES</b>	
<p><b>Qualification:</b></p> <p>Class VIII/Occupational license/TTI</p> <p><b>Or</b> experience and sound understanding of DGPC and its business including current as well as future DGPC business.</p>	<p><b>Key Skills and Competencies:</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge of different types of wood, restoration techniques for old furniture.</li> <li>▪ Knowledge on power tools ad arithmetical skills (to calculate)</li> <li>▪ Ability to read and follow instructions.</li> <li>▪ Good eye-hand coordination.</li> <li>▪ Manual dexterity</li> <li>▪ Possess initiative and mature judgment with the ability to make and implement sound decisions.</li> </ul>