

Position Description: Carpenter

❖ Basic Function of the Position:

Incumbent of this position performs routine repair and maintenance works and emergency repair works related to carpentry field in Embassy and other Office Buildings, Government Owned (GO) Residential compound and other Short-Term Leased (STL) residential properties .Carpentry field includes all repairs and maintenance works on wooden and sheet metal structures, drywall applications, wood members and trim products, doors, locks, shelves, windows (frames and screening),cabinets, closets, shipping crates, roofs, roofing structures, roofing auxiliaries, ceiling, wooden floors, floor carpets, insulation material and other general carpentry articles

Major Duties and responsibilities:

Perform all kind of carpentry and related work at Embassy compound, GO properties and USG controlled properties including all repairs and maintenance works on wooden and sheet metal structures, drywall applications, wood members and trim products, doors, locks, shelves, windows (frames and screening), cabinets, closets, shipping crates, roofs, roofing structures, roofing auxiliaries, ceiling, wooden floors, floor carpets, insulation material and other general carpentry articles.

Use hand tools, power tools, carpentry machinery proficiently and safely, select right material, technique and application for various carpentry works, follow standard wood preservative techniques and procedures, carry out refinishing and staining works and all carpentry works professionally and meeting highest trade standards and ICASS service standards.

Handle all routine and emergency work order requests for carpentry systems, furniture assemblies, structural assemblies, floors, roofs, walls and serviceable carpentry installations.

Evaluate assigned task(s) by reviewing blueprints, sketches & diagrams, and manufacturer's instructions as outlined in Owner's Manuals, and estimates materials, supplies, and equipment required to complete the work. Prepares a bill of materials for all assigned tasks and submits the list to the supervisor. When required and resources are available, incumbent coordinates task procedures with co-workers and assures task(s) are performed in a safe, timely, and cost-effective manner. Incumbent is responsible for determining work procedures, diagnosing and correcting operational deficiencies, and suggests improved and cost-effective methods.

Inspect, evaluate and repair all water damages and mold formation in walls, ceiling, floors, roofs, concrete slabs, gutters and downspouts. Attend to any kind of spray painting work on metal, wood or engineered material. Carryout Integrated Pest Management (IPM) in government owned, Short-term-leased and Long-term-leased properties.

All other related works to carpentry field and as directed by the supervisor.