



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

## GOVERNMENT VACANCY

**JOB TITLE:** CARPENTER

**MINISTRY:** PHYSICAL PLANNING AND INFRASTRUCTURE DEVELOPMENT

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT

**LOCATION:** SALT CAY and PROVIDENCIALES

### **JOB SUMMARY:**

The post holder responsibilities include all carpentry work in maintenance and repairs of Government buildings. Working under the instruction of the Maintenance Supervisor, the carpenters may be required to work alone or lead a small team of labourers from the department's direct labour force. Carpenters will also be responsible for specifications of materials and carrying out inspections on contracted work as it relates to their field.

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Identify bulk materials requirements and budget and prepare procurement plans which ensure timely delivery.
2. Assist in preparation of contract specifications
3. Oversee on a daily basis direct labour and maintenance contract works
4. Monitor the performance of direct labour and contractors to ensure quality
5. Monitor the performance of direct labour and contractors to ensure work meets time and budget constraints.
6. Adhere to all Public Service codes, rules and regulations
7. Perform other related tasks as assigned.

### **QUALIFICATIONS AND EXPERIENCE:**

#### **Qualifications:**

Essential: Attendance on technical courses with Certificate of completion in Carpentry/Building/Construction

Desirable: Certificate or Associate Degree in Carpentry or Building

#### **Experience:**

- A minimum of two (2) years experience in a relevant construction field.
- At least one (1) year experience managing or overseeing a project from conception to





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completion.

- Experience in management and a small team of labourers is desirable.
- Some experience in contract preparation is desirable.

## **SALARY:**

- Grade 3.1 \$27,383.00 per annum

## **APPLICATION PROCEDURE:**

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate. Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

**Current serving officers must apply through their Head of Department.  
Applications without supporting documents will not be processed.**

**We thank all applicants for their interest, however, only persons selected for an interview will be contacted.**

