



Amended March 2025

SOLOMON & COMPANY (ST HELENA) PLC

JOB DESCRIPTION

DEPARTMENT: Building Works

POST: Carpenter/Plumber

RESPONSIBLE TO: Building Services Manager

JOB PURPOSE: Construct, repair, restore and install structural woodwork and related materials which requires the use of standard carpentry tools and carpentry bench machinery. Install and repair water, heating and drainage systems.

JOB OUTLINE:

- Ensure Health & Safety requirements are observed and adhered to, at all times.
- Construct, repair, restore and install structures, such as floors, doors, walls, windows/frames, stairways, fitted furniture, cabinets, skirting boards cupboards, shelving and roofs.
- Operate and perform preventative maintenance on hand and power saws, planers, joiners, shapers and a variety of hand tools.
- Install, repair and maintain pipes, fixtures and other plumbing equipment used for water distribution and waster water disposal in residential and commercial buildings.
- Estimate materials/time needed for assigned work projects.
- Assess work to be undertaken for quality and value.
- Erect scaffolding and ladders for assembling structures above ground level.
- Be responsible for the general cleaning of equipment, workshop and work site area.
- Any other related duties as required by Management.

QUALIFICATIONS:

- The post holder should ideally be graded at NVQ level 2 or above in Carpentry and Plumbing or the equivalent
- Be in possession of a valid driver's licence
- Be competent in English and Maths
- Have a Safety Awareness Certificate or have undertaken Health and Safety on the worksite training

SKILLS & COMPETENCIES:

- Knowledge of cabinet-making techniques
- Knowledge of tools, equipment and materials common to the carpentry trade
- Have at least 3 years of experience, working in the carpentry and plumbing field.
- Skills in the construction, repair, restoration and installation of wood or related materials
- Ability to follow technical drawings and plans
- Be able to provide a customer focused service
- Be able to work independently and as part of a team with minimum supervision
- Have a sound knowledge of performance management
- Have a strong commitment to providing a high quality service
- Be capable of working to tight deadlines
- Have the ability to develop their own skills and adapt new ones
- Make assessments of job requirements, material requirements and provide method statements
- Be able to carry out hazard identification and risk assessments