



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE:	Construction Operative - Painter/handyman
TEAM:	Building & Civil Works and Services
REPORTS TO:	Carpenter Team Leader (FM)
JOB PURPOSE:	To the interior and exterior decoration of buildings and similar duties. Including maintenance to the builds. To carry out stevedore duties as a core function, which involves working a 12-hour shift and, at times, weekends.

MAIN DUTIES:

1. To carry out the interior and exterior decoration of bungalows and other buildings.
2. To liaise with the Team Leader in planning work programmes and estimating materials to be used.
3. Carry out preparations for the redecoration of buildings. Report defects found.
4. Window glazing & reglazing.
5. To carry out mechanical/manual jointing of plasterboard.
6. Erecting scaffolding and staging for the works.
7. To varnish/paint wooden fences etc.
8. To carry out repairs on
 - All types of door and cases.
 - All types of windows and cases.
 - Gates.
 - Fly screens.
 - Trellis.
 - All types of guttering and down pipes.
 - All types floor and wall tiling including ceramic, Marley tiles, carpet tiles, etc.
 - Assist with all types of roofing
 - Kitchen units and furniture
9. Assist other tradesmen when required
10. To carry out Stevedore and other ship duties as a core function, which involves:
 - Working a 12-hour shift and weekend working when required.

- Working on the pierhead or barges or on a vessel (team members rotate these locations).
- Physical outdoor work for long periods, including potentially being at sea for much of the day
- Rope handling

11. To ensure that all duties and performance standards comply with

1. Current health & safety procedures.
2. Required standards of Work.
3. Customer Care Requirements.
4. Key Performance Indicators

12. To undertake any other duties consistent with the post, and commensurate with the skills and competency of the post.

RESPONSIBILITIES:

1. To be responsible for equipment used to carry out job related work.
2. Keeping daily records of jobs undertaken.
3. To execute workmanship to a high standard and ensure it is carried out in strict compliance with Health & Safety processes and procedures.
4. To attend any training course that AIG may specify in the further development of jobholder's role.
5. To provide high standards of customer service when dealing with members of the public or external organisations.
6. To ensure that any usage of AIG vehicles is compliant with the vehicle usage policy, including reducing unnecessary journeys and maximising vehicle sharing where possible.

PERSON SPECIFICATION:

Essential

1. Has previously carried out some painting/handyman duties/tasks, or gained a qualification in this trade.
2. Good level of physical fitness, including the ability to lift, work at heights and in differing conditions.
3. Must be able to prioritise workloads and meet deadlines.
4. High level of attention to detail.
5. Must be able to work independently and as a part of a team.
6. Knowledge of workplace safety practices including manual handling procedures and Control of Substances Hazardous to Health.
7. Knowledge of First Aid practices or willingness to learn.
8. Excellent communication skills.
9. Effective time management and prioritising skills.
10. Must hold a valid driving licence for class A & B vehicles.

Desirable

At least five years practical site experience.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time, according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

August 2024