**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

**1. JOB IDENTIFICATION**

1.1 Position Title: Carpenter

1.2 Position Level: 12

1.3 Occupational Group: Administrative & Technical Staff

1.4 College/OVC: College of Natural Resources

1. **MAIN PURPOSE OF THE POSITION***:*

To **construct, repair, and maintain wooden structures, furniture, and fittings** across the college campus to ensure a safe, functional, and well-maintained learning and working environment for students, staff, and faculty.

**GENERAL ROLES AND RESPONSIBILITIES:**

 **Furniture Construction and Repair**

* Fabricate and assemble furniture such as desks, tables, chairs, cabinets, notice boards, and shelves.
* Repair broken furniture and ensure proper functionality and safety.

 **Building and Infrastructure Maintenance**

* Assist in minor structural repairs involving wooden doors, windows, flooring, roofing, ceilings, and partitions.
* Install or replace locks, handles, hinges, and door closers.

 **Event and Facility Support**

* Assist with temporary wooden structures or fixtures needed for college events, exhibitions, and student activities.
* Support setup for hostels, classrooms, and offices when required.

 **Workshop Management**

* Maintain carpentry tools and machinery in good condition.
* Ensure cleanliness and safety within the carpentry workshop.

 **Inventory and Material Use**

* Maintain records of carpentry supplies and tools.
* Assist in procurement planning for wood, nails, adhesives, and other materials.

**5.1 Education:** Cl. X with 2 yrs Certificate (VTI)

**5.2 `Experience:** *Nil (recommended but not a prerequisite)*

**5.3 Knowledge Skills and Abilities:**

### ****Knowledge Requirements:****

1. **Carpentry Principles**
   * Knowledge of wood types, their properties, and appropriate uses.
   * Understanding of joinery, framing, finishing, and woodworking techniques.
2. **Construction and Repair**
   * Familiarity with reading blueprints, technical drawings, and work specifications.
   * Knowledge of repairing and maintaining wooden structures, furniture, and fittings.
3. **Safety Regulations**
   * Understanding of occupational health and safety rules related to carpentry work.
   * Proper use of personal protective equipment (PPE) and handling of tools/machinery.
4. **Materials and Tools**
   * Knowledge of hand tools (e.g., saws, hammers, chisels), power tools (e.g., drills, planers), and machinery (e.g., table saws, jointers).
   * Awareness of adhesives, fasteners, finishes, and their appropriate usage.

### ****Skills:****

* **Measurement and Precision**
  + Ability to measure, cut, and fit materials accurately.
* **Tool Handling**
  + Skilled in using hand and power tools safely and efficiently.
* **Furniture Fabrication**
  + Ability to design and build furniture such as desks, shelves, tables, and cabinets.
* **Problem-solving**
  + Ability to assess damage and determine the most effective repair method.
* **Time Management**
* Prioritizing tasks and completing work within timelines.

**Abilities**

 Physical stamina and strength for lifting, cutting, and standing for long periods.

 Hand-eye coordination and fine motor skills for precision work.

* Ability to follow verbal and written instructions.
* Ability to work independently and collaboratively.
* Willingness to adapt to various maintenance or construction needs on campus.