

ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1 | Position Title | : Carpenter |
| 1.2 | Position Level | : 12 |
| 1.3 | Occupational Group | : Administrative & Technical Staff |
| 1.4 | College/OVC | : College of Language and Culture Studies, Royal
University of Bhutan, Taktse, Trongsa |

2. 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: Preference will be given to those who have experience in the respective profession.

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.