

POSITION DESCRIPTION

Position Details

Position Title:	Carpenter
Award Classification:	BT1
Employment Conditions:	Queensland Local Government Industry (Stream C) Award – State 2017
Department / Branch:	Engineering / Asset Management / Building
Principal Location:	Council Depot, Hughenden
Reports to:	Building Supervisor (or as directed)
Direct Reports:	Nil

Position Objective

The Carpenter is responsible for maintenance, repair and construction of Councils building assets including the planning and organisation of works within allocated budgets and timelines.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Key Responsibilities

Operational

- Performing maintenance, repairs and construction across Flinders Shires building assets
- Maintenance and repairs may include but are not limited to internal and external fit outs to existing buildings; cleaning of gutters for rental properties and servicing of evaporative air conditioners; concreting and formwork for culverts and slabs as required; oiling decks and construction of small structures from time to time
- Arranging quotations and contractors to undertake certain works e.g. air conditioning, electrical or major building works
- Assist in the requisition of materials and equipment required for maintenance and repair operations in consultation with the Building Supervisor
- Assist the Leading Hand and the Building Supervisor with inspection and reporting of condition assessment of Council's building and property assets
- Development of maintenance programs for existing and new building assets
- Identify and report to the Building Supervisor any works or plant malfunctions that may require urgent attention for safety reasons or effective operation
- Maintain accurate and complete records of repairs/maintenance/new works and component hours
- Using carpentry workshop machinery and tooling in a safe and effective manner to manufacture special items as required
- Plan and manage works on a priority basis and achieve budget allocations
- Develop and maintain positive relationships with members of the public by self and team, explain works and answering questions, protect private property in vicinity of works being undertaken

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).

- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position;
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
 - medically fit and physically capable to meet requirements of the position;
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

Organisational Relationships and Delegations

Internal: Engineering Services Team and other portfolios across Council

External: General public, government departments, contractors, suppliers

Delegations: The Carpenter works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

Selection Criteria

Essential

1. Trade qualification within carpentry and at 1+ years' experience in repairs, maintenance and operations as related to the role.
2. Highly developed communication and interpersonal skills with the ability to confidently relay information to internal and external stakeholders.
3. Demonstrated commitment to excellent customer service, and the ability to respond to customer enquiries in a professional and patient manner, achieving mutually agreeable solutions and de-escalating conflict.
4. Ability to work within a team, share knowledge and experience and meet deadlines.
5. Sound knowledge of completing accurate paperwork such as job cards, timesheets and pre starts, or ability and reasonable written/verbal skills to follow directions.
6. Current C Class drivers' licence with good driving history and willingness to provide driving history if/when required.
7. Current Queensland Building Services Authority Licence (QBCC) and national general construction induction (white) card.
8. Where required, stay in camp accommodation away from town and undertake work outside of normal business hours including participating in an on-call roster.
9. Commitment to uphold Council's Code of Conduct, Workplace Health and Safety and Anti-Discrimination policies.

Desirable

10. Experience and ability to interpret technical specifications, drawings and plans.
11. Demonstrated experience working at heights and/or within confined spaces.
12. Competent in operating mobile plant/fleet and currency of licences/tickets.

Authorisation

Position Approved By: Misenka Duong, Director of Engineering

Signature: _____ **Date:** _____

Receipt and Acknowledgement

I, _____ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____