



# Position Description

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<b>Job Title:</b>	Carpenter
<b>Award:</b>	Queensland Local Government Industry (Stream C) Award - State 2017
<b>Division:</b>	Division 2 - Section 1 - Building Trades Services
<b>Classification:</b>	Building Tradesperson Level 3 (BT3)
<b>Department:</b>	Infrastructure, Works and Projects
<b>Reports to:</b>	Building Services Manager and or Carpentry Supervisor
<b>Approved:</b>	Katherine Wiggins, Acting Chief Executive Officer
<b>Signature:</b>	Version Date: 02/05/2019

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## POSITION OBJECTIVE

Ensure a consistently high quality of work is delivered in Community whilst maintaining and repairing Council and Community infrastructure as directed by the Carpentry Supervisor. The role will actively work towards the achievement of operational and corporate planning objectives, providing mentoring and guidance to Indigenous employees and apprentices while monitoring and responding to daily operational demands.

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## POSITION SPECIFIC KEY RESPONSIBILITIES

1. Undertake works as directed by Building Services Manager and or Carpentry Supervisor
2. Completion of daily job cards
3. Completion of store paperwork work - requisitions for issuing of materials from store
4. Interpret plans and drawings relevant to the role.
5. Supervision of local employees, including trades assistant and or apprentices as required
6. Inspection of work to ensure compliance with quality processes to enable final sign off
7. Applies quality control techniques to the employee's own work and that of other employees working in this area.
8. Participating in pre start, tool box, staff meetings and health and safety meetings as directed by Supervisor
9. Contributing to community events as appropriate
10. Undertaking work in a safe manner compliant with relevant legislation including reporting hazards within the workplace
11. Anticipates and plans for constant changes to the work environment.
12. Must wear PPE at all time
13. Perform duties in accordance with the Council's policies including Work, Health and Safety and the Staff Code of Conduct
14. Other duties as directed

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## SELECTION CRITERIA

### Required:

- Minimum of 2 years' experience with remote location / aboriginal community experience
- Current relevant Trades qualification
- Current Queensland C Class driver's licence (HR Licence is desirable)
- White Card

### Desirable:

- Experience undertaking a high level of maintenance within the community and as required on construction works
- Batching experience
- Strong interpersonal and communication skills with ability to negotiate, conflict manage and diffuse volatile situations
- Ability to work independently and as part of a team to achieve positive outcomes
- Demonstrated experience and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people and knowledge of Aboriginal culture and customs
- Capacity to demonstrate a high level of commitment to interact positively in a remote Aboriginal community
- Well-developed verbal and written communication skills including the ability to liaise and negotiate with a wide range of people at all levels
- Demonstrated behaviour which supports a diverse, equitable and safe workplace.
- Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.

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## Key Performance Indicators

<b>General</b>	<ul style="list-style-type: none"><li>• Maintain a consistently high quality of workmanship</li><li>• All works to be completed in accordance with relevant legislation</li><li>• All maintenance enquiries are to be completed within requested timeframes or renegotiated with customer</li><li>• All works to be performed within budget constraints.</li></ul>
<b>Administration</b>	<ul style="list-style-type: none"><li>• Accurate data and information records are maintained</li><li>• Reports are submitted to meet required deadlines</li></ul>
<b>Supervision</b>	<ul style="list-style-type: none"><li>• Positive Team Environment</li></ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"><li>• Maintain a high level of customer service towards all clients</li><li>• No substantiated complaints</li><li>• No breaches of confidentiality</li></ul>
<b>Adherence to Council's policies, procedures</b>	<ul style="list-style-type: none"><li>• No breaches of Council's policies and procedures</li><li>• Involvement in the organisation promoting a sense of ownership and team work into the organisation.</li><li>• Maintaining a current qualifications and licences</li></ul>

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## **CORPORATE RESPONSIBILITIES**

### **Policy and Procedural Responsibilities**

Be aware of, and act in accordance with all council policies and procedures.

### **Code of Conduct**

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

### **Work Health and Safety**

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

### **General**

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

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## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Building Services Manager and or Carpentry Supervisor

Internal Liaison: Chief Executive Officer, Directors, and all Kowanyama Aboriginal Shire Council employees.

External Liaison: Federal and state government agencies, statutory authorities, Contractors, members of the community

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## **MANDATORY REQUIREMENTS**

- Minimum of 2 years' experience with remote location / aboriginal community experience
- Current relevant Trade Qualifications
- Current Queensland C Class driver's licence (HR Licence is desirable)
- White Card

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## **POSITION DESCRIPTION AUTHORISATION**

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.