



Carpenter

POSITION DESCRIPTION

Position Number:	2987	Position Status:	Permanent Full Time
Portfolio:	Communities and Environment	Classification:	QLGIA (Stream C) Level Building Tradesperson 1
Business Unit:	Environment & Facilities	Reports To:	Supervisor Facility Maintenance
Team:	Facilities Maintenance	Revised:	July 2026

Human Resource Delegation:	Band NIL	Financial Delegation:	Band 6
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General Position Statement:

This position supports Council's direction by providing carpentry activities primarily in the construction of minor capital building projects and maintenance activities in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

Specific Responsibilities:

This position has the following responsibilities:

1. Carry out maintenance, repairs, installations and construction works on Council buildings and infrastructure in accordance with plans, specifications and quality standards.
2. Complete work orders and projects safely, efficiently and within allocated timeframes, resources and legislative requirements.
3. Safely operate tools, plant and technology while maintaining accurate records of works completed, materials used and labour hours.
4. Assist with project planning, procurement, budgeting, quotations, material purchasing and condition assessments of Council assets.
5. Work collaboratively with teams and stakeholders, responding to service requests and promptly reporting issues, delays, hazards and equipment faults.
6. Contribute to continuous improvement initiatives and provide guidance, coaching or leadership to team members when required.
7. Act as a role model for Council's values and behaviours at all times and display a high level of professional and ethical conduct.

8. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
9. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
10. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
11. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Demonstrated knowledge of the methods of carpentry and concrete associated with project construction including the ability to interpret plans and drawings relevant to the work undertaken.
2. Working knowledge of current building codes relating to project type building construction and Work Health and Safety Act 2021 and Codes of Practice.
3. Working knowledge of Council procedures relevant to the work section and an understanding of the requirements of risk assessments.
4. Well developed communication (verbal and written) and interpersonal skills with the ability to confidently complete and relay information to internal and external stakeholders with a strong focus on the provision of quality customer service.
5. Ability to work in a team and provide effective leadership and direction to construction crew members, sharing knowledge and experience.

Mandatory Qualifications, Licences and Experiences

1. Trade qualification in Carpentry or Joinery and experience undertaking a range of carpentry and building construction tasks including maintenance activities on various assets and operations related to the position.
2. Construction Industry Induction (White Card).
3. Possess and maintain a current motor vehicle drivers licence.
4. Possess or have the ability to obtain a Working at Heights Certificate.
5. Possess or have the ability to obtain First Aid Certification.

Desirable Qualifications, Licences, and Experiences

1. Experience in a local government environment.
2. "B" class licence for Asbestos removal from Work Place Health & Safety Queensland.



Actions

1. **Values and Behaviours** – Behaviour aligned with Council’s Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council’s Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council’s Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an outdoor environment.
2. Ability to legally operate a motor vehicle under a “C” Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Must be available to work the on-call roster if required.
5. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
6. Ability to be immunised against Hepatitis A&B and Tetanus.
7. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.
8. While all attempts of mechanisation have been implemented to limit manual handling, awkward work postures do exist whilst performing the inherent tasks of this position.
9. This position is classified as medium work. The Dictionary of Occupational Titles defines medium work as: “exerting 9 kilograms to 23 kilograms of force occasionally, or 4.5 kilograms to 11 kilograms of force frequently, or greater than negligible up to 4.5 kilograms of force constantly to move objects. Physical demand requirements are in excess of those for light work”.
10. During the course of normal duties, the incumbent may be required to perform:
 - Constant dynamic standing/walking.
 - Walking uneven ground.
 - Climbing ladders; climbing in and out of trenches; climbing in and out of vehicles and plant machinery.
 - Frequent bilateral forward reaching.
 - Carrying and handling items up to 25kg occasionally and 35 kg rarely in the case of the whacker packer.
 - Repetitive and sustained bending and stooped positions.
 - Working in awkward postures, and occasionally in confined spaces.
 - Constant handling of equipment, tools and materials.
 - Constant static and dynamic balance.





Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.

