



Trades Assistant

POSITION DESCRIPTION

Position Number:	2986
Portfolio:	Communities
Business Unit:	Parks and Facilities
Team:	Facilities Management
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream C) Building Worker – Level 1
Reports To:	Supervisor Facility Maintenance
Revised:	August 2025

General Position Statement:

This position supports Council's direction by undertaking a wide range of trades assistant tasks as part of a multi-disciplined team responsible for the building maintenance of Council's built infrastructure assets in accordance with recognised standards.

Specific Responsibilities:

This position has the following responsibilities:

1. Provide assistance to tradespersons and undertake maintenance tasks associated with the Council's built assets including maintenance and construction of assets.
2. Carry out general labouring tasks to support to building trade activities.
3. Safely operate a Council vehicle and tools and equipment and maintain tools and equipment in good order and in accordance with the manufacturer's manual, work method statements and Council procedures.
4. Carry out instructions as given and make simple reports which may include taking photos and emailing to the Supervisor describing the condition of assets or items.
5. Provide courteous and respectful customer service to both internal and external customers.
6. Maintain clear and accurate records that support service delivery, transparency, and good governance.
7. Always act as a role model for Council's Values and Behaviours and display an elevated level of professional and ethical conduct.

LIVINGSTONE SHIRE COUNCIL

Values



ACCOUNTABILITY



TEAMWORK



COMMUNITY



POTENTIAL



POSITIVITY

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. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
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. Experience carrying out a wide range of construction and maintenance tasks under general supervision including working at heights.
2. Demonstrated understanding of the requirements of working in a building trade and maintenance work environment, including knowledge of building codes and regulations and safety protocols.
3. Experience operating and maintaining tools and equipment consistent with knowledge, skills and training, meeting the principles of best practice and Council standards.
4. Demonstrated ability to understand directions and to communicate effectively and professionally with internal and external stakeholders.
5. Previous experience working productively and harmoniously in a diverse and multiskilled work team.

Mandatory Qualifications, Licences and Experience

1. Construction Industry Induction (White Card).
2. Possess and maintain a current manual motor vehicle driver licence.
3. Possess or have the ability to obtain Working at Heights Competency.

Desirable Qualifications, Licences and Experience

1. Certificate III in Construction.
2. Experience in a local government environment.
3. Licences and experience in plant operation.
4. First Aid Certificate.
5. Accredited Test and Tag Certificate
6. Asbestos B Licence.



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 and office 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. The work is intermittently heavy, with periods of prolonged standing, stooping and crouching. The tasks must be performed meticulously and accurately.
7. 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.
8. 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".
9. 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.

