



Carpenter

POSITION DESCRIPTION

Position Numbers:	3467
Portfolio:	Community
Business Unit:	Parks and Facilities
Team:	Facilities Management
Position Status:	Permanent Full Time
Classification:	QLGIA (Stream C) Building Tradesperson Level 1
Reports To:	Supervisor Facility Maintenance
Revised:	August 2025

General Position Statement:

This position supports Council's direction by providing carpentry activities primarily in carpentry based maintenance activities and, at times, 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 reactive and preventative maintenance of Council assets, including installations and repairs, while working collaboratively within a multi-disciplined team including government-funded teams to undertake cross-trade tasks safely, efficiently and to a high standard, as directed by the supervisor.
2. Action and complete general enquiries and assigned work orders within established timeframes and ensure records of repairs/maintenance/new works including component hours spent on jobs are completed.
3. Conduct risk assessments and ensure safe work practices in line with legislation, while safely operating tools, equipment, and technology for communication and data collection.
4. Participate in project planning including the day to day planning and implementation of works projects, project briefings and debriefings.



5. In consultation with the supervisor, purchase materials and equipment required for projects, maintenance and repair operations and reconcile corporate purchase card in line with required timeframe.
6. Promptly identify and report work related issues to the supervisor, including delays or changes in plans and work requiring urgent attention to minimise operational impacts and support timely decision-making.
7. Contribute to continuous improvement initiatives so that work may be carried out more effectively and efficiently and coach and instruct lower classified employees.
8. Maintain clear and accurate records that support service delivery, transparency, and good governance.
9. Always act as a role model for Council's Values and Behaviours and display an elevated level of professional and ethical conduct.
10. 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.
11. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Demonstrated knowledge of the methods of carpentry associated with residential and commercial construction and building maintenance including the ability to interpret plans and drawings relevant to the work undertaken.
2. Working knowledge of current building codes relating to building maintenance 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 Experience

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 Experience

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.

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.

