



## Carpenter

### POSITION DESCRIPTION

<b>Position Numbers:</b>	2987, 2988
<b>Portfolio:</b>	Community
<b>Business Unit:</b>	Parks and Facilities
<b>Team:</b>	Facilities Management
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	QLGIA (Stream C) Building Tradesperson Level 1
<b>Reports To:</b>	Supervisor Facility Maintenance
<b>Revised:</b>	April 2025

#### ***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 reactive and preventative maintenance of Council assets including installations and repairs whilst ensuring work is performed safely and consistently to a high standard.
2. Ensure timely completion of relevant work orders within skill level and subject to available resources to minimise disruption wherever possible.
3. Safely operate and use hand tools, small plant equipment, and utilise technology for communication and data collection.
4. Work as part of a multi-disciplined team including labourers, other trades and government funded teams to undertake cross trade related tasks where competent and as directed by the Supervisor.
5. Action assigned service-related general inquiries, ensuring prompt identification and resolution.



6. Participate in project planning including the day to day planning and implementation of works projects, project briefings and debriefings, and organising quotes and materials within allocated budgets and timeframes.
7. Assist the Supervisor with inspection and reporting of condition assessment of Council's building and property assets.
8. Identify and report issues, delays, interruptions to work or changes in plans to the Supervisor for an appropriate course of action to minimise impacts.
9. Identify and report to the Building Supervisor any works or plant malfunctions that may require urgent attention for safety reasons or effective operation
10. Perform the construction and maintenance of new and existing buildings and general infrastructure to plan specifications.
11. Interpret, complete and disseminate plans pertaining to building, pavement and drainage construction.
12. Undertake risk assessments, ensuring work conditions are maintained and safe work methods are followed in accordance with relevant legislation and standards.
13. Assist in the purchasing of materials and equipment required for maintenance and repair operations in consultation with the Supervisor.
14. Utilise and reconcile corporate purchase cards in the procurement goods and services.
15. Maintain accurate and complete records of repairs/maintenance/new works and component hours spent on jobs.
16. Contribute to continuous improvement by identifying, recommending, developing and implementing measures so that work may be carried out more effectively and efficiently.
17. Maybe required to lead, and coach lower classified employees in the performance of work.
18. Act as a role model for Council's Values and Behaviours at all times and display a high level of professional and ethical conduct.
19. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
20. 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 Experience**

1. Certificate III in Carpentry 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 Intranet.







## TEAMWORK

- We are one Council, working seamlessly across the organisation to deliver the best outcomes for our community.
- We involve others to design solutions and inform decisions.
- We openly share knowledge and information.
- We care about each other and ask for, and accept, support when needed.
- We resolve issues and conflicting priorities in an open and constructive way.



## COMMUNITY

- We are one community and make decisions with our whole community in mind.
- We engage with and listen to our community to understand their needs.
- We support our community to develop resilience and sustainability.
- We effectively and efficiently deliver high quality products and services.
- We respond quickly and constructively.



## ACCOUNTABILITY

- We own our actions, successes and failures, and ensure we implement lessons learned.
- We take personal responsibility for everyone's safety.
- We manage and use Council's resources effectively and efficiently.
- We make and communicate decisions and rationale in a timely and inclusive manner and act with transparency.
- We are diligent in delivering on our commitments, and communicating issues early.



## POTENTIAL

- We focus on being the best we can be and in-turn inspire others.
- We will be open to change and will pursue opportunities.
- We will continually seek to improve how we do things and build upon each other's ideas.
- We make time to seek and provide feedback to support each other.
- We encourage and support innovation and initiative.



## POSITIVITY

- We inquire with curiosity, actively listen to others and are open to new perspectives.
- We approach issues looking for solutions.
- We remain calm and respectful when working through difficult situations.
- We focus on being open and adaptable.
- We invest in our physical and mental wellbeing.