



Croydon Shire Council

Position Description

Position Title	Qualified Carpenter
Department	Infrastructure
Award	Queensland Local Government Industry (Stream C) Award – State 2017
Award Classification	Stream C – Building Trades Services – Building Tradesperson Level 1-3 from (\$1,212.75 - \$1,281.50 per week, depending on qualifications, skills and experience, plus relevant allowances. Base \$95k p.a
Position Type	Full-Time Fixed term – 3 years – 38 hours per week
Reports To	Infrastructure Supervisor

Position Objective

Assist with maintaining Croydon Shire Council's buildings and town infrastructure, whilst keeping in line with the heritage and historic values of the shire.

Maintain and carry out all carpentry repairs and upgrades to council infrastructure and buildings.

Provide sound carpentry advice for future works and assist with setting budget requirements by using sound purchasing principles, planning of works and workflows.

Duties and Responsibilities

- To carry out tasks from basic plans, sketches and drawings in conjunction with appropriate written or verbal instructions.
- To read excel spreadsheets, prioritise workflows and provide accurate and timely feedback on progress and costings.
- Select materials and operate machinery and/or equipment to produce work in accordance with trade standards.
- Identify and initiate relevant action to obtain materials, tools and machinery requirements for a particular job, whilst ensuring ordering is in place for future workflows and consistency of work
- Maintain and use appropriate tools required to complete the job in a safe manner, consistent with level of training, qualification and competency.
- Understand and undertake basic quality control/assistance procedures on the work of employees under your supervision.
- Operate all lifting equipment incidental to your work.
- Perform non-trade tasks incidental to your work.
- Perform a range of maintenance functions in line with your skill set and capabilities.



- Supervise and mentor other staff i.e. trainees
- Participate in planning the weekly work program with staff, considering duties in accordance with annual maintenance schedule.
- Monitor contractor works and performance at council assets within the township as required.
- Provide the highest level of customer service by following through and appropriately documenting customer requests and providing the appropriate response in consultation with Infrastructure Supervisor.
- Maintain confidentiality, integrity and security of Council's records and corporate data.
- Undertake and successfully complete training deemed essential for the position.
- Work effectively in a team environment and provide assistance within other areas of Council as required.
- Ability to actively seek opportunities to implement change that will contribute to the improvement, efficiency and operations of Council.
- Refer matters that may impact on the business, Council and employees to your Supervisor/Manager.
- Undertake other duties as directed, consistent with skills, competence and training.

Stakeholder engagement

- Establish a reputation for reliance and trust across the spectrum of stakeholders, including management, peers, fellow workers and the general public.

Code of Conduct

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

Work Health and Safety

- Comply with all work health and safety legislation, Councils Work Health and Safety Management System, and Council policies/procedures/work instructions and codes of practice. Perform all work and associated functions in a safe manner and identify and report any concerns, near misses, incidents/accidents to your Supervisor and WHS Advisor. 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
- Mandatory attendance at Toolbox talks and training.

General

- Ensure punctuality and preparedness at the beginning of shifts. 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.

- 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.
- Establish and maintain effective professional relationships with Managers, Supervisors, Employees and Contractors.
- Maintain a positive team culture based on honesty, trust and integrity.
- 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 with their supervisors, other employees and the achievement of Council's aims and objectives. Contribute to continuous improvement initiatives that enhance the efficiency and effectiveness of Council operations.
- It is a requirement that all Council employees maintain a minimum current manual "C" class driver's licence at all times where driving forms part of regular work activities. Some roles may require additional licenses as specified below.
- Foster and maintain strong public relations with Council's ratepayers, customers and other bodies directly or indirectly associated with Council.
- Provide consistent and excellent customer service to all stakeholders.

Governance

- Ensure best-practice and compliant Records Management system is adhered to for the secure protection of Corporate Records.
- Contribute to policy, procedure, guideline development across Council ensuring each is up to date.

Qualifications / Skills / Experience

1. Qualified Carpenter with a minimum of two years post apprenticeship experience working as a carpenter
2. Working Knowledge of relevant state legislation applicable to Carpentry and construction work.
3. Ability to operate under limited direction and supervision.
4. High level of interpersonal and communication skills.
5. Sound level of numeracy and literacy skills.
6. Be self-motivated and have good time management, planning and organizational skills.
7. The position also requires the capability to perform manual laboring tasks that require the full range of human movement such as climbing, shoveling, lifting, bending, twisting, pushing, squatting, reaching and stretching.
8. The ability to work outdoors particularly in the hot and humid local climates.
9. Hold a current qualification and be competent in confined spaces entry and working at heights
10. Current Queensland 'C' Class Drivers Licence or ability to obtain one.



Key Performance Indicators (KPI's)

1. Quality of work performed.
2. Allocated tasks and responsibilities are completed consistently within agreed timeframes.
3. Records Management – Pre starts completed, Safety reporting when required, accurate timesheets and equipment logs
4. Operating plant and equipment within Council's safety system.
5. Compliance with Croydon Shire Council's Work Health and Safety Management System, including policies, procedures, standards and work instruction.
6. Compliance with Croydon Shire Council's Code of Conduct.
7. Contribution to the efficient and productive operation of the Local Government Organisation.
8. Maintain at a minimum a Current Queensland 'C' Class Drivers Licence.

Selection Criteria

Selection will be based on an assessment of any applicant's ability to demonstrate their successful past performance, or their perceived abilities to be able to successfully perform, against the following:

1. Qualified Carpenter with a minimum of two years post apprenticeship experience working as a carpenter.
2. Demonstrated experience of general building and carpentry works.
3. Experience in dealing with Heritage Buildings an advantage.
4. Ability to analyse problems, make sound decisions and exercise good judgement
5. High level of interpersonal and communication skills both within the workforce and in providing customer service
6. Ability to adapt to changing work environments and/or conditions while maintaining a positive attitude and a commitment to continuous improvement.
7. A criminal history check is required as part of the pre-employment screening.

Certification

I have read the position description, and I am aware of the position requirements.

Employee:

Employee Signature _____

Date ____/____/____

Chief Executive Officer: Jacqui Cresswell

Chief Executive Officer Signature _____

Date ____/____/____