



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	BUILDING MAINTENANCE TEAM MEMBER (CARPENTER)
WORKPLACE AGREEMENT:	CITY OF SALISBURY AWU AND LGE ENTERPRISE BARGAINING AGREEMENT NO.14 - 2024
CLASSIFICATION:	LGE Technical/Declared Trade 1
DEPARTMENT / DIVISION:	CITY INFRASTRUCTURE / FIELD SERVICES / BUILDINGS, SECURITY & URBAN FORM
POLICE CLEARANCE:	NOT REQUIRED
REPORTS TO:	COORDINATOR BUILDING MAINTENANCE
DIRECT REPORTS:	NIL
POSITION NUMBER:	

POSITION OBJECTIVES:	- To be a positive and hardworking team member of the Building Maintenance Team in providing effective and efficient building maintenance services. - This position undertakes duties in the support of Council's maintenance operations. The duties may include a range of carpentry and building maintenance services including inspection/audits, identification and rectification of defects, carpentry and wood working maintenance and repairs and other duties required to maintain Council assets to required standards. - All tasks will be undertaken with the efficient, safe and effective operation of plant and equipment used in association with those duties - To effectively be part of the team through following direction, working collaboratively & efficiently, accurate record keeping, and application of Council's policies and procedures.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences - Speak up when you don't feel respected, or are not being treated respectfully - Look after the wellbeing of our community, ourselves and those around us Empowerment - Take initiative and act with confidence - Make informed decisions and own the outcome

	• Share ideas, feedback and solutions • Learn and grow while supporting others to do their best work Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Work Practices • General building works including inspection/audits, identification and rectification of defects, basic carpentry and associated trade maintenance services, tiling, plastering, flushing and other duties required to maintain and repair Council assets to required standards. • Utilisation of machinery and equipment competently, safely and to standards. • Driving of a ute/light commercial van/vehicle associated with the tasks required. • Duties are carried out to the required service standards and in accordance with safe work practices. • Carry out work activities as directed. • Assist other Service Units or Departments as required utilizing plant, equipment and staff as necessary. • Utilization of hand tools and all safety equipment when working with equipment, machinery or materials. • Maintain equipment in a clean, safe and serviceable condition in accordance with the recommended operating practices. • Undertake operational duties as required that may include operation of other plant or equipment where suitably licensed and experienced. • Erection of temporary signage in accordance with the Work Zone Traffic Management Australian Standards. • Raising of defects in infrastructure as observed whilst undertaking maintenance operations. • Liase with external contractors where necessary to ensure operations are undertaken to specified standards. • Other duties as required from time to time, as per direction. Human Resources / Team Work • Encourage and support industrious, harmonious and team-oriented work groups. • Assist in the identification of training needs. • Assist in coaching and training staff, including apprentices, trainees and casuals, to develop work skills and increase efficiency. Administration • Maintain a daily record of all work tasks and materials used. • Ensure equipment and materials required are procured from the store or external suppliers in accordance with council's purchasing policy and limits of delegation. • Ensure correct accounting for labour, equipment and materials by maintaining accurate up to date records as required by

	management (i.e. timesheets, weekly confirm job recording, workzone etc.) This will include the use of computer technology to record and access information. • Ensure equipment and materials required are procured from the store or external suppliers in accordance with council's purchasing policy and limits of delegation. Continuous improvement • Engage and contribute to the continuous improvement of work practices and associated systems and processes, including identifying areas for improvement. • Ensure continuous improvement initiatives have considered broader organisational requirements. • Actively promote a culture of continuous improvement. • Knowledge of functions and services within Local Government organisations & experience in leading services through organisational changes Communication • Ensure communication with staff and customers is at all time clear and courteous.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• Current Drivers Licence • Qualified trade in Carpentry or equivalent • Technical competency in building maintenance or building construction works, including knowledge of appropriate materials, plant and equipment
DESIRABLE SELECTION CRITERIA:	• Demonstrated knowledge of building assets • High level communication and negotiation skills and problem-solving skills • Ability to exercise and apply time management skills and manage work priorities to meet deadlines

	• Ability and flexibility to negotiate a range of building maintenance solutions with external contractors and stakeholders • Ability to interpret legislative and other legal documents and provide expert advice on matters relating to building maintenance and compliance • Ability to self-motivate and work effectively as a team • Ability to provide clear recommendations regarding carpentry services • Competence in using technology to receive and create jobs • Work Zone Traffic Management Certificate • Working at Heights High Risk Work Licence • Confined Spaces Ticket
SPECIAL CONDITIONS:	• Some out of hours work may be required • As an Authorised officer, fulfil all requirements set out in the following Legislation: – Local Government Act – Road Traffic Act • The incumbent will be required to assist in urgent repair work after normal working hours as required. Provision for overtime payments will be in accordance with the LGE Award and the current Enterprise Agreement.
EXTENT OF AUTHORITY:	• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: