

Position Title:	Carpenter
Position Number:	30017, 30018, 30020
Team:	Building Trades
Division:	Infrastructure Services
Reporting To:	Team Leader Building Trades
Direct Reports:	Nil
Industrial Instruments:	Queensland Local Government Industry (Stream C Award - State 2017 & Cassowary Coast Regional Council Certified Agreement 2023
Level:	BT1 – BT3

THE ROLE

The Building Trades Carpenter, reporting to the Team Leader Building Trades, will work collaboratively within the Building Trades Services Branch, and within the Facilities and Leasing Department to carry out programmed maintenance, coordination and delivery of construction projects, and repair to, Council's Facilities and Leasing Department's assets, and as tasked Council's Infrastructure assets.

KEY OUTCOMES

- Carpentry services and activities are carried out with integrity and in line with building and service standards, National Construction Code, service level agreements and contractual requirements.
- Quality workmanship and standards, statutory obligations and needs of the community with respect to building trades services and maintenance activities are met.
- Tasks are delivered in a safe, professional, efficient, courteous and timely manner with a focus on a positive customer experience.
- People are safe at work and around Council assets.

KEY ACCOUNTABILITIES

- Deliver a range of building and facilities work scopes using the appropriate resources, tools, equipment and materials safely and with efficacy (efficient and effective)
- Complete risk assessments and pre-starts to ensure a safe working environment
- Undertake timely and quality construction and repair work to Council's built assets and any non-trade tasks incidental to the task/ job as required
- Carry-out general maintenance and repairs of Council's building and facility assets and equipment in a fit for purpose, safe and operational condition
- Identify and rectify problems relating to facilities and building maintenance
- Complete labour and material estimates according to task/ job specifications for projects and budget development
- Liaise with, and coordinate contractors and external stakeholders and provide Team Leader and Facilities and Leasing team members with information that enables communication of works, as required

- Maintain professionalism in line with Council's service standard through all interactions with internal and external customers
- Work constructively with others in a multi-skilled and dynamic team
- Contribute to the security, care and maintenance of allocated vehicles, machinery, small plant and tools and workspaces
- Meet work planning, training and learning (including external, Council's and on-the-job) program requirements, and any other identified training as deemed necessary for the role
- Provide professional supervision and instruction to labourer/s and apprentice/s
- Keep accurate records of tasks/ jobs and record on time, vehicle and plant sheets as required
- Comply with all Council Policies and Procedures including the Code of Conduct for Council Employees
- Undertake any other duties, projects or tasks as directed by the Team Leader Building Trades which generally fall within the scope of this position and are within the incumbent's skills, competence and training

BEHAVIOURAL COMPETENCIES

- Practices behaviours aligned with Council's Values (Make it Better, Grow Our Own, Be Courageous, Work Smarter, Accountable to our Community) and Code of Conduct for Council Employees in all interactions with internal and external stakeholders
- Exercises responsibility and takes an ownership role for Work Health and Safety, Environment Protection, Equal Employment Opportunity (EEO), Anti-discrimination, Recordkeeping, Risk and Privacy obligations
- Focuses on performance and meeting team goals
- Acts proactively, exercises initiative and seeks opportunities for continuous improvement
- Responds flexibly to change and demonstrates initiative, self-motivation and ability to work autonomously
- Commits to personal and professional trade development

SELECTION CRITERIA

Essential:

- Cert III Carpentry
- Asbestos Awareness in the Workplace
- Construction Industry Safety Induction White Card
- Drivers Licence - C (Car)
- Work safely at heights
- Demonstrated planning and organisational skills, with the ability to assess competing priorities to meet deadlines
- Demonstrated ability in scoping works, estimating labour and material requirements accordingly
- Capability and willingness to obtain within initial 2 years
 - Drivers Licence - Light Rigid
 - First Aid with CPR
 - Aeronautical Radio Operator Certificate
 - Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)

Desirable:

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- Carpentry / Builder Contractor Licence
 - Three (3) years post apprenticeship experience in carpentry and/or building construction work
 - 3 years' experience in any of the following:
 - Painting
 - Plastering/gyprock
 - Tiling
 - Block laying
 - Roofing /Plumbing
 - Vaccination for Hepatitis A & B, and tetanus.
 - Drivers Licence - Medium Rigid (class MR)
 - Drivers Licence - Heavy Rigid (class HR)
 - Competency based excavator/ bobcat/ dingo
 - Dogger - DG
 - Certificates/ Qualifications
 - Demolition Building Certificate
 - Forklift Truck - LF
 - Carpentry / Joinery - Contractor License
 - Confined Spaces
 - Course in Demolition Theory & Application
 - Fall trees manually (basic)
 - Positive Notice Blue Card for Child Related Work
 - Cert III Water
 - Remove Non-Friable Asbestos
 - Licence to perform Demolition Work
 - Overhead Awareness
 - Working in Proximity to Traffic
 - Asbestos removal certification (>10m2)