

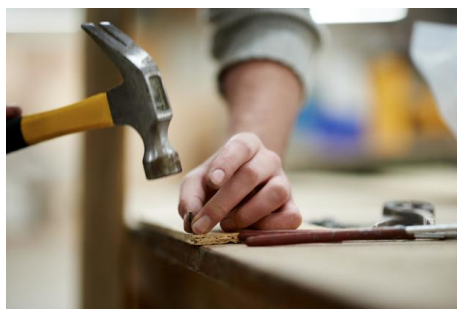
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CANDIDATE INFORMATION KIT

TRADE ASSISTANT BUILDINGS AND FACILITIES

Full time

Job Reference: CSC201



Applications close Sunday 20 September 2026
Don't miss your chance to apply!

Cook Shire Council reserves the right to close applications prior to the advertised closing date if a suitable candidate is identified.



*Are you a practical, hands-on person
who takes pride in a job well done?
If so, we'd love to hear from you!*

Do you enjoy variety, solving problems and working as part of a team? As Trade Assistant – Buildings and Facilities, you'll play an important role in keeping Cook Shire Council's buildings and facilities safe, functional and well maintained. Working alongside our experienced trades team, you'll assist with preventative and reactive maintenance, building projects, repairs and general facilities works across the Shire.

If you're reliable, safety-focused, have a can-do attitude and enjoy seeing the results of your work, we'd love you to bring your skills and initiative to our Buildings and Facilities team. — all while enjoying the lifestyle that comes with living and working in beautiful Far North Queensland.

Cook Shire Council is a progressive and forward-thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

APPLICATION GUIDE

The information contained in this guide is designed to assist you in preparing an application for this vacant position within Cook Shire Council.

Your application determines whether you will be shortlisted for an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

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HOW TO APPLY

Prepare a letter and up to date resume. Tell us why you would like to be considered for this role and send it to us!

Please provide an answer to these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What is your previous experience in a similar environment?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ Include two employment-related referees.

Send your application:

In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895

Email: work@cook.qld.gov.au

Online: www.cook.qld.gov.au/work

PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

SUMMARY & CONDITIONS OF EMPLOYMENT

JOB REFERENCE: CSC201	
Position:	Trade Assistant – Buildings and Facilities
Location:	Council's Main Administration Office - 10 Furneaux Street, Cooktown
Tenure:	Full time
Remuneration:	Queensland Local Government Industry (Stream C: Division 2, Section 1) Award – State 2017 – Level BW1 to BW2 Between \$68,052 and \$71,796 per annum
Leave Entitlements:	5 weeks annual leave 15 days personal leave 9 day fortnight
Superannuation:	12% Superannuation contributions

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POSITION DESCRIPTION

Position Title:	Trade Assistant – Buildings and Facilities
Directorate:	Growth and Liveability
Location:	Council's Main Administration Office – 10 Furneaux Street, Cooktown
Award/Classification:	Queensland Local Government Industry (Stream C – Division 2, Section 1) Award – State 2017 – Level BW1 to BW2

1 POSITION OBJECTIVES

The Trade Assistant supports the Buildings and Facilities team in the maintenance, repair and improvement of Council's buildings and facilities infrastructure. Working under the guidance of Council's Trade Supervisors, the position carries out preventative and reactive maintenance, assists qualified trades to deliver capital building works, and contributes to the safe, efficient and cost-effective management of Council assets across Cook Shire.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include but are not limited to:

- Perform and record the regular maintenance requirements of Council's buildings and facilities infrastructure.
- Carry out general preventative and reactive maintenance consistent with Council's Asset Management program.
- Immediately report major faults or defects detected to the relevant Trade Supervisor.
- Assist qualified trades in the fabrication, construction and installation of capital and minor works projects.
- Ensure worksites, tools, plant and associated equipment are kept clean, safe, tidy and ready for use.
- Assist with the ordering of parts and materials in accordance with Council's Procurement Policy and procedures.
- Respond to and carry out effective actions to address emergent situations, including after-hours callouts where required.
- Maintain accurate records of works completed, including job logs and maintenance records, in accordance with Council's recordkeeping requirements.
- Be accountable for all aspects of delegated duties.
- Assist other areas of the Buildings and Facilities department, and other Council work areas, as reasonably required.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience, Skills and Knowledge

- Current Queensland Class 'C' driver's licence (manual licence preferred, and the ability and willingness to obtain an MR licence would be advantageous).
- Current General Construction Induction Card (White Card).

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- Experience in a building, construction or facilities maintenance environment.
- Sound knowledge of construction and maintenance practices, materials and techniques.
- Working knowledge of relevant work health and safety procedures, including those relating to hazardous chemicals, working at heights and confined spaces.
- Ability to work effectively both within a team and unsupervised.
- High level of attention to detail and pride in quality of work.
- Demonstrated problem-solving and decision-making ability, and the initiative to act within the scope of the role.
- Ability to plan, organise, set priorities and manage works schedules effectively.
- Sound verbal and written communication and interpersonal skills.
- Demonstrated computer literacy, including the ability to use the Microsoft Office suite and maintain electronic records.
- Plant and machinery operation tickets would be advantageous.

3.2 Physical and Other Requirements

- The position involves manual work, including manual handling, and may at times require work at heights, in confined spaces, and outdoors in Far North Queensland conditions.
- Willingness to travel and work in remote areas of the Shire as required, which may involve overnight stays.
- Satisfactory completion of a pre-employment functional/medical assessment may be required.

3.3 Interpersonal Skills

- Developed verbal and written communication skills with a high level of attention to detail and accuracy.
- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.
- Ability to work both independently with minimal supervision and within a team.
- Demonstrates initiative and a proactive and self-motivated approach.

3.4 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

3.5 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
- Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.
- Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.

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- Contribute toward the overall efficient and effective operations of Council.

3.6 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management Systems and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first / risk adverse" mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.
- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

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INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km² and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

Getting here

FLY	45 minute flight to Cooktown from Cairns
DRIVE	4.5 hour drive on inland sealed road from Cairns (self-drive or bus)
CRUISE	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website www.cooktownandcapeyork.com.

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Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

Information

For further information about our Council and Shire please visit Council's website www.cook.qld.gov.au.

Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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