

Position Description



Position Details

Position Title	Carpentry & Building Maintenance Assistant
Job Location	The Shire of Esperance Depot
Position Level	7
Department/Division	Asset Management – Projects & Buildings
Reports to (Title)	Supervisor – Building Maintenance

Employment Type

☒ Full Time ☐ Part Time (please specify hours)

☐ Casual

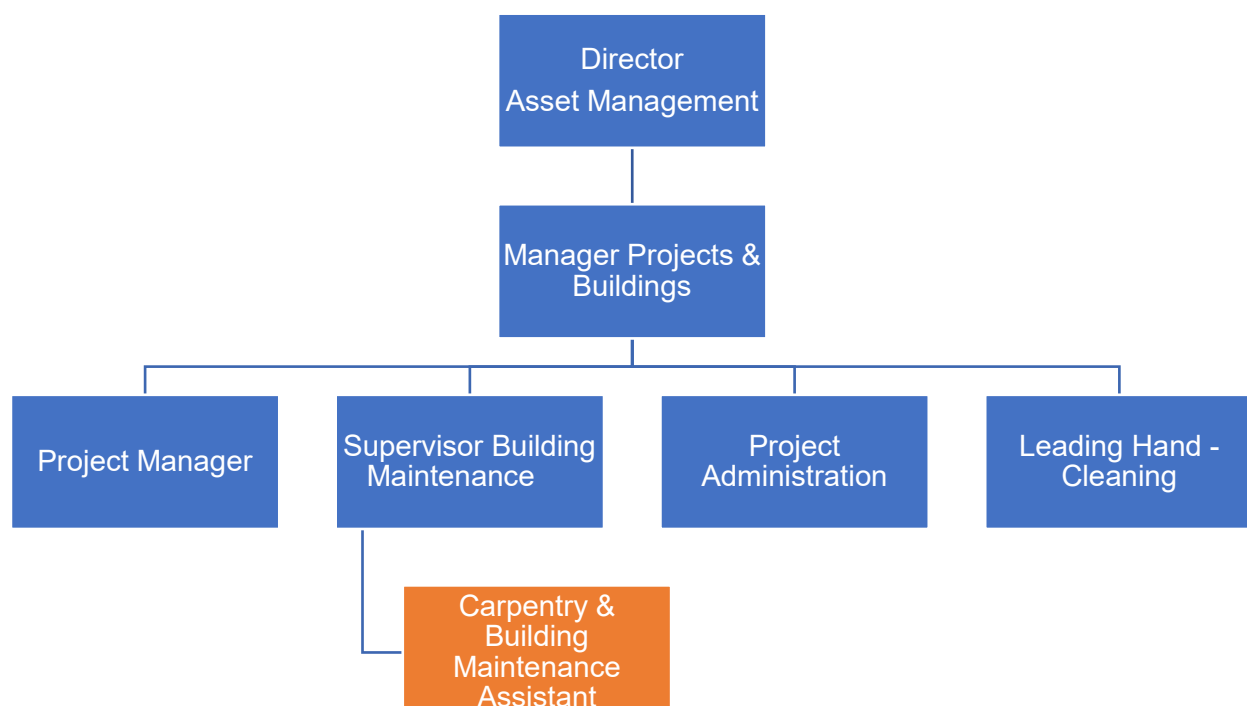
Hours Per Fortnight

85 hrs

Position Summary

Provide trade support to the Building Maintenance Supervisor. Required to undertake a range of activities principally repairing, maintaining and monitoring condition of Council building assets and infrastructure. Duties involve resolution of problems and use of judgement in circumstances requiring technical trade or specialist knowledge whilst acting under delegated authority.

Organisational Structure Asset Projects & Buildings



Specific Accountabilities of the Position

- Required to exercise skills and knowledge of trade when performing repair and maintenance functions in relation to Council owned buildings and infrastructure.
- Undertakes routine inspection of council buildings, reporting any defects and repair needs, to Building Maintenance Supervisor for work /repair orders.
- Responds to building damage/defects notified by tenants of leased Council premises, assessing the problem reported and rectifying in efficient manner.
- May be required to assist in building construction undertaken, by working in trade qualified capacity.
- Work and support successful tenders for construction works in the performance of their tender obligations, at the direction of Supervisor – Building Maintenance or Manager Projects and Buildings
- Supervise and assist contract workers and volunteer workers at worksites as directed.
- Will undertake vandalism reinstatement works on Council buildings and infrastructure. This may entail emergency call out work in order to make safe damaged buildings/ structures until such time as proper repair can be performed.
- Will undertake insurance damage reinstatement works on Council buildings and infrastructure. This may entail emergency call out work in order to make safe damaged buildings/structures until such time as proper repair can be performed.
- Any other trade and associated duties as directed by Manager Projects and Buildings or Building Maintenance Supervisor.
- Performing maintenance and repairs across facility systems, including plumbing, fixtures, and toilets

General Accountabilities of the Position

Workplace Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work.
- Follow all WHS policies, procedures and practices.
- Perform as a team player and maintain a satisfactory level of industrial harmony.
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation.
- Observe National Privacy Principles and Privacy legislation.
- Always act in accordance with Council's Code of Conduct.
- The Chief Executive Officer, Directors, Managers, Coordinators and on site supervisors have additional responsibilities as defined in the Shires WHS Roles and Responsibilities Procedure and Workplace Health and Safety Legislation.

Customer Service

- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, other Council departments.
- Exercise a high level of interpersonal skills in dealing with the public and others.

Selection Criteria

Essential

1. Trade certificate in carpentry or equivalent experience.
2. 3-5 years practical experience in the building trade industry.
3. Demonstrated ability to show initiative, be adaptable and deal effectively with trade related issues.
4. Demonstrated ability to work effectively as part of a team.
5. Demonstrated ability to follow instructions and carry out work in a timely manner.
6. Good physical fitness and demonstrated ability to perform inherent requirements of the position
7. Highly developed time-management skills.
8. Ability to work given limited supervision.
9. Current 'C' class driver's licence.

Desirable

1. Local government experience.
2. Practical experience in related fields.
3. Knowledge of Building Code of Australia and associated standards.
4. White Card – Construction safety awareness training card.

Signature

Signature *Employee*

Name

Date

As representatives of the Esperance community, the Shire Council and staff are guided by the values of **PRIDE:**

Professionalism

Acting with integrity, showing respect for workmates and community members by responding to all communications in a timely manner, and demonstrating reliability and accountability through honesty.

Respect

Treating everyone with dignity regardless of your personal feelings. It is about listening to opinions, leading with kindness, and embracing diverse views, abilities and perspectives in the pursuit of higher value.

Integrity

Being honest, genuine and consistent in your dealings with everyone and taking ownership of your actions, good and bad – irrespective of whether anyone is watching.

Dedication

Going that one step further and being committed to achieving results, having pride in your work, supportive management and colleagues, and a culture of serving the community.

Excellence

Achieving consistent high standards.