
Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

- 1.0 TITLE:** Building Tradesperson
- 2.0 AWARD:** Queensland Local Government Industry (Stream C) Award - State 2017
- 3.0 SECTION:** Building Trades Services
- 4.0 CLASSIFICATION:** Building Tradesperson, Level 1 – Level 3
- 5.0 DEPARTMENT:** Infrastructure
- 6.0 BRANCH:** Strategic Services
- 7.0 LOCATION:** Bedourie

8.0 POSITION OBJECTIVE

To undertake quality maintenance and construction of Council buildings and facilities.

9.0 REQUIREMENTS OF THE JOB

a) Skills/Capabilities

- Sound trade skills within core trade qualification area.
- High level of skills in using all tools and equipment of the building trade.
- Sound ability to read, interpret and implement building and engineering plans.
- Strong skills in all Microsoft Office based programs
- Ability to operate a test tag machine or the ability to learn.
- Ability to work under limited supervision.
- Ability to work as a team member and contribute to team outcomes.
- Ability to complete manual tasks.
- Ability to be flexible, reliable, honest and committed.
- Ability to use initiative in the completion and prioritisation of tasks.

b) Knowledge

- High level of knowledge in current products available to the construction industry.
- Sound knowledge of appropriate trade standards.
- Quality Assurance and Workplace Health and Safety processes.
- Council's policies and procedures or a demonstrated ability to learn.
- Sound knowledge of warehousing and stores operations.

c) Experience and/or qualifications

- Trade qualification.
- Current C class license.
- White Construction Card.
- Conduct In-service Safety Testing of electrical cord connected equipment certificate.
- Current High Risk Forklift Licence.

10.0 KEY RESPONSIBILITIES OF THE POSITION

- 1) Undertake general construction and maintenance tasks on Council buildings and facilities as allocated by the Supervisor.
- 2) Plan and coordinate construction and maintenance tasks associated with the area of trade qualification as required.
- 3) Conduct test tagging on electrical appliances as required.
- 4) Provide work progress reports to the Supervisor.
- 5) Communicate, solve and discuss work problems with other team members and the Supervisor.
- 6) Assist with prompt responses to customer requests/enquiries and project a helpful and positive image of the Council and its staff.
- 7) Ensure that Councils Quality Assurance Program is adhered to.
- 8) Ensure that Councils Workplace Health and Safety Policy is upheld and all operations are carried out in accordance with this policy.
- 9) Perform other Council work as directed.

Workplace Health and Safety Responsibilities

- 10) Being aware of Council's WH&S Management System – SAFE PLAN the WH&S Management Plan and MAPs.
- 11) Performing all work and associated functions in a safe manner.
- 12) Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by Council or its officers.
- 13) Correctly using and maintaining all personal protective clothing and equipment supplied by Council.
- 14) Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WH&S procedures.
- 15) Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council's property generally.
- 16) Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage.
- 17) Attending any toolbox, team talks or specific training supplied by Council.
- 18) Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.
- 19) Working in a manner that will not endanger yourself, other employees or the public.
- 20) Report any concerns for WH&S to your Supervisor.

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

11.0 KEY SELECTION CRITERIA

- 1) Relevant Trade qualifications.
- 2) Extensive experience in the building and construction industry.
- 3) Sound level of computer literacy especially with MS Office suite;
- 4) Ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 5) Ability to work under limited supervision whilst exercising initiative, judgement and enthusiasm.
- 6) Demonstrated commitment to Workplace Health and Safety policies and procedures.
- 7) Current Queensland 'C' Class Drivers Licence.
- 8) Current High Risk – Forklift Licence

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

12.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Facilities Maintenance Coordinator

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

13.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

14.0 APPROVALS

Reviewed By: Trevor Stewart
Infrastructure Manager

Approved By: Leon Love
Chief Executive Officer

Signed: _____

Date: ____/____/____

I, **[Name]** have read and understood this Position Description Building Tradesperson and accept the objectives and responsibilities of this position.

Applicant signature: _____

Date: ___/___/___