
Diamantina Shire Council

POSITION DESCRIPTION



- 1.0 TITLE:** Carpenter/Tradesperson
- 2.0 AWARD:** Queensland Local Government Industry (Stream C) Award 2017
- 3.0 SECTION:** Division 2, Section 1 – Building Trade Services
- 4.0 CLASSIFICATION:** Level 3 (Remuneration negotiable dependent on experience)
- 5.0 DEPARTMENT:** Infrastructure.
- 6.0 BRANCH:** Infrastructure.
- 7.0 LOCATION:** Bedourie

8.0 POSITION SUMMARY

Carry out construction, maintenance and trades tasks to a high standard across Diamantina Shire Council's portfolio of buildings, assets and facilities, including but not limited to Council housing.

9.0 COUNCIL'S VALUES:

Innovation & Continuous Improvement: Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

Teamwork: We recognise the importance of maintaining a creative and responsive work environment in which the community, Councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

Quality: Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

Accountability: Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

10.0 REQUIREMENTS OF THE POSITION

a) Skills

- Basic project management skills.
- Ability to use all applicable tools and equipment associated with building trades.
- Ability to read, interpret and implement building and engineering plans.
- Strong skills in Microsoft Office applications, including Word, Outlook, Excel and Project (or willingness to learn).
- Conflict management and dispute resolutions skills.
- Proven interpersonal and written communication skills.
- Proven resilience, initiative and problem-solving skills in a high-pressure working environment.
- Experience dealing with internal and external stakeholders, including but not limited to sub-contractors.
- Ability to work under minimal supervision, with accuracy and good attention to detail.
- Ability to work as a team member and contribute to team outcomes.
- Ability to complete manual tasks.

- Willingness to learn.
- Ability to be flexible, reliable, honest and committed.

b) Knowledge

- High level knowledge in current products available in the construction industry.
- Sound knowledge of appropriate workplace and trade standards.
- Understanding of purchasing processes, ideally within a local government context (or willingness to learn).
- Knowledge of Council policies, procedures, guidelines and work statements (or a demonstrated ability or willingness to learn).

c) Experience and/or Qualifications

- Trade Certificate in Carpentry or willingness to obtain.
- 'C' Class Queensland Drivers Licence or higher (HR Truck License Desirable).
- Forklift License (desirable) or willingness to obtain.
- White Card in Construction (desirable) or willingness to obtain.
- First Aid Certificate (desirable) or willingness to obtain.
- Living and working in a remote community (desirable).

11.0 KEY DUTIES / RESPONSIBILITIES

a) General

- Construction and maintenance activities (primarily carpentry) as directed by the Director Infrastructure.
- Undertaking work allocated by the Director Infrastructure to meet the needs of the Diamantina Shire Community.
- Completing and submitting all relevant paperwork in accordance with applicable Council systems, processes, policies and procedures.
- Plan works and order materials in advance to ensure works are not delayed.
- Participating in pre-start, toolbox, staff meetings, health and safety meetings and other meetings as directed by the Director Infrastructure.
- Provide work progress reports to the Director Infrastructure.
- Communicate, solve and discuss work problems with other team members, the Director Infrastructure.
- Assist with prompt responses to internal customer requests/enquiries and project a helpful and positive image of Council and its staff.
- Contributing to community events as appropriate.
- Carpentry, building maintenance and ad-hoc duties as directed by the Director Infrastructure.
- Efficiently and timely completion of tasks allocated by the Director Infrastructure taking into consideration legal requirements and cultural aspects.
- Establish and maintain key supplier relationships.
- Jobs to be completed in safe and cost-effective manner in accordance with WHS legislation.
- Assist in the identification of areas that can be improved in efficiency or process and report to the Director Infrastructure Services and/or their delegate.
- Effective communication and conflict resolution skills, including complaints and community feedback.
- Perform other Council work within your capabilities as directed by the Director Infrastructure.

b) Workplace Health and Safety

- Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.
- Assist with the development of Safe Work Method Statements, in consultation with the Director Infrastructure and/or Safety Quality Coordinator.
- Undertaking work in a safe manner compliant with relevant legislation including reporting hazards in the workplace.

c) Quality Management

- Ensure obligations and responsibilities are met within Council's quality management framework.

d) Risk Management

- Comply with Council's Risk Management Policy and Framework.
- Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework.
- Undertake and participate in risk management training as required.

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.

12.0 KEY SELECTION CRITERIA

1. Relevant trade qualifications.
2. Experience in the building and construction, including but not limited to maintenance, renovation, refurbishment and installation.
3. Experience in repair work including other trades for housing, building and infrastructure services.
4. Demonstrated ability to work with minimal supervision and manage priorities in order to complete allocated tasks within agreed timeframes and to the required standards.
5. Demonstrated knowledge of industry standards and regulations, as well as commitment to maintaining safety and quality.
6. Ability to operate effectively in a team, contributing positively to operations and maintain productive working relationships.
7. Demonstrated sound communication to enable the effective provision of advice, information and assistance to complete tasks.
8. Ability to maintain confidentiality and work with information of a sensitive nature.
9. Comply with all Councils policies including but not limited to the, Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy and Quality Assurance System.

13.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK							
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs.					<input type="checkbox"/>	
Work	Frequent lifting / carrying of objects weighing up to 10kgs.					<input type="checkbox"/>	
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input checked="" type="checkbox"/>	
WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cold	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fumes/gases	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heights	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION				
Noises	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 150kgs				
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:							
Standing/Walking	Sitting	Driving	Hearing		<input type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception		<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	Colour Discrimination		<input type="checkbox"/>	Pushing/Pulling	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	Peripheral Vision		<input checked="" type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs				Simple Grasping	<input checked="" type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs					

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.

14.0 PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Qualification	Pathway	Pathway Professional Development
Relevant trade qualifications	This position has the potential to progress to Supervisor level	Further trade qualifications in building, construction and maintenance or equivalent discipline

15.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Director Infrastructure.

Direct Reports: None.

Internal Liaisons: All Council Departments.

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

16.0 EXTENT OF AUTHORITY

As per Council's delegation register.

17.0 APPROVALS

Reviewed and approved by: Chief Executive Officer

Signed: _____

Date: ____/____/____

Print name: _____

I have read and understood this Position Description and accept the objectives and responsibilities of this position.

Signed: _____

Date: ____/____/____

Print name: _____