

Positions Vacant

Carpenter

Applications will remain open until filled

How to Apply

1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position

2. Selection Criteria

Address the essential selection criteria listed in the position description

3. Resume

Provide a resume, which includes

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

4. Submit Application

Applications can be e-mailed to HR@napranum.qld.gov.au or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

Please note applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

Position Description

Title:	Carpenter	Classification Level	Building Trades Person level 1
Department	Building and Infrastructure	Award	Queensland Local Government Industry (Stream C) Award – State 2017
Reports To:	Building Services Manager	Location	Napranum
Nature of Employment	Full Time		

PRIMARY POSITION OBJECTIVE/S

- To carry out carpentry work related to the maintenance, construction, upgrades and repair of Napranum Aboriginal Shire Council’s buildings and assets and other works.
- To conduct all works in a safe, economical and proficient manner and to deliver a quality service to the community.

NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

Local Participation	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
Mutual Respect and Trust	Building and maintaining positive relationships that are based on mutual respect and trust.
Professionalism	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
Pride	We are demonstrating our pride by connecting with the community and celebrating our successes.
Listening to Our community	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people’s lives.
Accountability	We are taking ownership for the decisions and actions that impact our community.
Innovation and Continuous Improvement	We show leadership and encourage new initiatives and a culture of continuous improvement

JOB RESPONSIBILITIES

- In consultation with the relevant Supervisor or equivalent:
 - Carry out maintenance and repair carpentry work on upgrades and Council projects (CP jobs) on buildings and other assets within allocated timeframes and budgets; and
 - Fabricate, maintain and repair aluminium joinery works for upgrades, new homes, maintenance works and any other works as required within allocated timeframes and budgets.
- Perform carpentry / aluminium joinery work within the scope of your classification.
- Ensure all works are carried out to agreed standards and in accordance with Council's specifications.
- Ensure that all vehicles, plant, tools and associated equipment are used in an appropriate manner and kept in good working condition.
- Work in small teams and alone, prioritising tasks to meet time schedules and within budget.
- Assist the Building Services Supervisor in maintaining accurate records of building maintenance and repairs.
- Advise the Building Services Supervisor of any requirements for maintenance or repairs as soon as they become apparent.
- Provide accurate quotes and material lists to the Building Services Supervisor.
- Correctly complete all administrative processes on upgrades and council project jobs for entry into the building maintenance management system.
- Work with other staff, Apprentices and/or Trade Assistants as required to ensure that works are completed within set time frames, budgets and to Council standards.
- Have staff discussions without bias and make recommendations for solutions as required.
- Perform daily safety and maintenance checks.
- Provide and keep updated Safe Work Method Statements and Job Safety Analysis documents applicable to your area of responsibility.
- Perform housekeeping duties to ensure that work areas and work sites are maintained in a clean condition and clear of hazards and debris and that tools and equipment are tidied at the end of each day.
- Ensure all incidents and near misses are reported to the WHS Officer or equivalent, and that environmental incidents are reported to the relevant authorities.
- Complete all Council documentation accurately and timely, including time sheets, leave forms and over time / TOIL requests and documentation.

PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director Building and Infrastructure.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.

- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

SELECTION CRITERIA

Skills and Qualifications

Essential

- Trade qualification as a Carpenter
- Current holds or ability to obtain White Card (Construction Safety Induction)
- Sound time management and workload prioritisation skills
- Sound written and oral communication skills, and an ability to communicate effectively in a cross-cultural environment
- Agree to a Commonwealth Police check
- A current "C" Class Drivers Licence.
- Ability to obtain and retain a Working with Children Blue Card.

Desirable

- Current First Aid Certificate
- Additional licences or willing to complete training to obtain relevant licences if required
- Experience with installation of security doors and windows, locks/keys, key cutting would be favourable.
- Basic computer literacy (Word, Excel, Outlook)

Knowledge and Experience

Essential

- Practical experience in the operation and working environment of building construction and maintenance
- Ability to read and interpret building specifications and blueprints
- Demonstrated ability to work unsupervised and capacity to schedule and prioritise daily work
- Demonstrated ability to follow directions from supervisors
- Previous experience dealing with and understanding the needs of a culturally diverse range of customers and delivering services that meet their needs
- Previous experience in customer service and proven ability to respond to and satisfy queries and requests for clients

**NAPRANUM ABORIGINAL SHIRE COUNCIL
POSITION DESCRIPTION – CARPENTER**



- Strong understanding of work health and safety in the workplace and safe work practices, including the correct use of protective equipment and clothing
- Be physically fit and healthy to be able to meet the requirements of the position
- Ability to do overtime and work on call as required

Desirable

- BAS Public and Government Housing maintenance experience, or knowledge of the range of housing and housing related services within the community
- Previous Local Government and community experience within a construction environment
- Experience in living and working in an indigenous community
- Experience working in a tropical environment

EXTENT OF AUTHORITY

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.