



# Position Description

## Carpenter/Tradesperson

Applications Close:  
4 October 2024

<p><b>Position Title</b> Carpenter/Tradesperson</p>
<p><b>Position Number</b> WU10312</p>
<p><b>Department</b> Works</p>
<p><b>Classification</b> Level 3, Building Tradesperson, Queensland Local Government Industry (Stream C) Award 2017 and Winton Shire Council Enterprise Bargaining Agreement 2023. (65,496.08)</p>
<p><b>Terms of Employment</b> Full Time</p>

## Supporting documents

- Employee Code of Conduct
- Workplace and Psychosocial Health & Safety Policy's
- Winton Shire Council Drug and Alcohol Policy

## Organisational environment

Winton Shire Council's Mission Statement is:

"Through meaningful engagement, implement a range of strategies that cater to people from all walks of life, our community needs and aim to enrich our lifestyle and preserve our heritage".

Winton Shire Council's Vision is:

"To grow our community and explore exciting, new and innovative opportunities which will retain existing and attract new people with whom we can share our unique lifestyle and rich heritage".

## Winton Shire Council's Corporate Values are:

### **Accountability:**

The ethical concept associated with responsibility, enforcement, blameworthiness, transparent process, liability, and other terms associated with being answerable for the trust that is bestowed by those whom we serve.

### **Effectiveness:**

The idea of carrying out a program or process that is entirely adequate to accomplish the purpose that has been identified as a goal or aspiration.

### **Efficiency:**

The concept that in the process of pursuing or effecting any program, procedures, or task where all wastage is minimised.

### **Sustainability:**

Is the capacity to maintain a certain process or state indefinitely? When applied in an economic context, a business is sustainable if it has accepted its practices for the use of renewable resources and is accountable for the environmental impact of its activities.

### **Meaningful Community Engagement:**

Encompasses the principle of seeking the views and opinions of the Community. This is to be through an effective committee system and public consultation process as part of Council's decision making methodology.

### **Good Governance:**

This describes the process of decision-making and the process by which decisions are implemented (or not implemented), hereby, public institutions conduct public affairs, manage public resources, and guarantee the realisation of human rights. Good governance accomplishes this in a manner essentially free of abuse and corruption and with due regard for the rule of law.

### **Ethical and Legal Behaviour:**

Ethical behaviour is characterised by honesty, fairness, and equity in all interpersonal relationships. Ethical behaviour respects the dignity, diversity and rights of individuals and groups of people. When coupled with legal behaviours there is an expectation that there will be a penalty for conduct that breaches any law statute or regulation.

## Organisational relationships

### Reports to:

Facilities Officer

### Supervision of:

No supervision applicable

### Internal Liaisons

All Council staff.

### External liaisons

Winton Shire Community at large and visitors to Winton as required.

## Position objectives

Carry out construction and maintenance tasks of Council's community facilities, including Council housing to the highest standards of repair.

This position has significant contact with members of the community and Council employees.

## Organisational commitment

### CORPORATE

All Local Government employees are required to comply with relevant Acts and regulations, Council's policies and procedures as amended from time to time.

### CONFIDENTIALITY AND IMPROPER USE OF INFORMATION

All Council documents and information are treated with complete confidentiality. Information gained during employment with Local Government must not be used to gain advantage, or to cause detriment to the Local Government or its contractors.

### Workplace Health and Safety

All employees have a duty under the *Workplace Health and Safety Act 2011* Section 28. Workers and any other person includes Council employees as well as contractors, sub-contractors, labour hire workers, trainees, apprentices, work experience students, volunteers and visitors. Workers and any "Other Person" who enters Council workplace must apply the WHS Duty of reasonable care.

### Reasonable care

This includes:

- Taking reasonable care for his or her own health and safety
- Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Complying, so far as the worker is reasonably able, with any reasonable instruction that is given by an authorised officer of Council to allow the person to comply with a WHS requirement
- Cooperating with any reasonable policy or procedure of Council relating to health or safety at the workplace

**Worker Responsibilities include:**

1. Attending and participating in pre-start meetings as required, to identify any potential WHS issues and implementing control options to eliminate or minimise any risks before commencing work.
2. Inspecting plant and equipment before using it to ensure that it is safe for use.
3. Reporting any defective or damaged plant, tools and equipment to the Supervisor as required.
4. Taking personal responsibility for the safety of themselves and others that may be affected by work conducted by themselves as a worker of Council.
5. Complying with any Policies or Procedures and complying with any work directions and/or instructions that are provided.
6. Monitoring and assessing WHS hazards and risks while conducting any work, and reporting any issues to the relevant supervisor as required.
7. Consulting with the supervisor and WHS Safety Representative for their designated work group on any safety issues as required.
8. Monitoring the safety conduct of co-workers including Contractors and reporting any concerns immediately to the contractor or the Supervisor.
9. Stopping work and notifying the Supervisor if there is imminent risk of injury.

**Qualifications/Licences/Tickets Required**

The following qualifications and Licences are:

**Mandatory**

- Trade qualifications in carpentry and/or construction or related industry.
- Developed technical skills to interpret building plans and technical documentation.
- Demonstrated experience in building maintenance work.
- Must possess and maintain a current "C" class driver's license.  
Possess or willing to obtain a Work Health & Safety Competency card (White Card)
- Blue Card required.

**Desirable**

- Work Safely at Heights Ticket
- Work Confined Space Ticket
- High Risk Work Licence (Forklift)

**Additional requirements and Working Conditions**

The following requirements and working conditions will be necessary in this role:

- Travel within the Shire will be required of this position and Council will supply a vehicle for work use only.

**Statement of key responsibilities and duties**

The following key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. The key responsibilities of the position are:

- Construction and maintenance activities.
- Undertake routine preventative maintenance and respond promptly to reactive maintenance requirements.
- Respond to maintenance requests in a timely manner and communicate with occupants regarding cause and rectification.
- Maintenance, renovation, refurbishment, installation, and repair work including other trades (Tiling, painting, cabinetmaking, etc) for council housing, council building and infrastructure services.
- Work to the Australian Standards, BCA and to QBCC.
- Completing and submitting all relevant paperwork in accordance with Council and, e.g., store requests, timesheets.
- Plan works and order materials in advance to ensure works are not delayed.
- Participating in pre start, tool box, staff meetings, health and safety meetings
- Undertaking work in a safe manner compliant with relevant legislation including reporting hazards within the workplace.
- Other duties as directed from time to time.
- Efficiently and timely completion of tasks to be completed in a safe and cost-effective manner in accordance with WHS legislation.
- Assist in the identification of areas that can be improved in efficiency or processes.

## Council Policies

- Ensure Council's decisions and policies as amended from time to time relating to the position's responsibilities are implemented promptly and efficiently.

## General

Any other duties as directed by the Building and Facilities Officer and within the capabilities of the person.

## Selection criteria

The applicant's suitability for this role will be assessed against the following competencies:

- SC1** Experience in maintenance, renovation, refurbishment, installation, and repair work including other trades for housing, and building and infrastructure services.
- SC2** Demonstrated ability to work unsupervised and manage priorities in order to complete allocated tasks within agreed timeframes and to the required standards.
- SC3** Demonstrated knowledge of industry standards and regulations, as well as commitment to maintaining safety and quality in your work.
- SC4** Demonstrated sound communication, interpersonal and negotiation skills that would enable the effective provision of advice, information and assistance to complete tasks.

## Other relevant information

- The selected applicant will be subject to a criminal history check – undertaken and paid for by Council.
- This position will be subject to a minimum probationary period of three (3) months. The applicant’s employment will undergo a review at the end of the probationary period and a recommendation will be made to the Chief Executive Officer regarding permanent employment in the position.
- The selected applicant may be required to provide Winton Shire Council with a recent photograph of the person, at the time of the person’s induction, for the purpose of creating a Winton Shire Council Employee Identity Card. Under (s138A) of the Queensland Local Government Act 2009 the employee has a legal obligation to hand any such identity card/s back to the employer within twenty-one days of termination of employment, unless the employee has a reasonable excuse.

In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.

## Authorisation

(This section to be completed with the successful applicant upon completion of the recruitment process)

By signing this authorisation, the successful applicant acknowledges that they have read this Position Description and understand the responsibilities associated with the position.

I,

accept the position of **Carpenter/Tradesperson** with the Winton Shire Council and the details as outlined in the Position Description.

I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

**Signature:**

**Date**

## Recruitment process

Candidates should lodge their applications in accordance with the directions outlined in “How to Apply for the Position” below.

## How to apply for the position

We invite you to lodge a formal application which MUST include a:

- **Resume,**
- **Cover letter, and**
- **Response to the Selection Criteria**

Completed applications are to be forwarded to: [jobs@winton.qld.gov.au](mailto:jobs@winton.qld.gov.au)

## Shortlisting and interviews

The Shortlisting of all applicants will be undertaken by a Selection Panel within five (5) working days after receipt of a completed suitable application. Interviews may be conducted face to face, or via video-conferencing or tele-conferencing, depending on the location of candidates and the technology available at the time.

## Further information

For further information in relation to this position please contact Winton Shire Council, on 07 4657 2666.