

Position Description

Job Title	Carpenter
Organisational Context	Aurukun Shire Council (ASC) is an Indigenous community of about 1450 people. Council provides a variety of services to the community including child care, aged care, community police, airport, postal and bank agencies, roads and housing. Funding is received through both State and Federal governments.
Department	Technical Services
Award & Classification Level	Queensland Local Government Industry (Stream C) Award - State 2017 Division 2, Section 1 - Building Tradesperson Level 1-3.
Location	Aurukun
Reports to	Building, Construction and Maintenance Supervisor
Position Scope	Carry out Construction and Maintenance tasks on Council and State assets within the township of Aurukun. This position has significant contact with members of the community and Council employees
Employees Supervised	Will be required to supervise apprentices and or trades assistant on an as needs basis or ongoing depending on Council requirements. May occasionally be required to supervise sub-contractors.
Job Role & Key Objective/s	As a Carpenter, you will be providing maintenance services to Council facilities and the homes within the Aurukun community while working and mentoring employees in the Building, Construction and Maintenance team.
Qualifications, Experience, Knowledge and Skills	<ol style="list-style-type: none"> 1. Minimum of a Certificate III in Carpentry and open unrestricted Car (Manual) drivers' licence 2. Demonstrated two to ten years post trade experience, experience working in a remote and / or Aboriginal community. 3. Experience undertaking a high level of housing maintenance, (within a remote and or Aboriginal community) and general domestic and commercial construction 4. Strong interpersonal and communication skills with ability to negotiate, conflict manage and diffuse volatile situations 5. Ability to work independently and as part of a team to achieve positive outcomes 6. Demonstrated experience and understanding of Aboriginal and Torres Strait Islander cultures, with ability to communicate effectively and sensitively with Indigenous people. Knowledge of Aboriginal culture and customs advantageous 7. Capacity to demonstrate a high level of commitment to interact positively in a remote Aboriginal community 8. Understanding of legislation, or ability to acquire legislative knowledge of Aurukun Shire Council Local Laws

Duties & Responsibilities	<ol style="list-style-type: none"> 1. Construction and maintenance activities (primarily carpentry) as directed by the Building, Construction and Maintenance Supervisor or his delegate. 2. Undertaking work allocated by Supervisor to meet the needs of the Aurukun community 3. Completing and submitting all relevant paperwork in accordance with Council and BAS systems, eg: daily job cards, store requests, timesheets. 4. Plan works and order materials in advance to ensure works are not delayed. 5. Participating in pre start, tool box, staff meetings, health and safety meetings and other meetings as directed by Supervisor 6. Assist in the training and mentoring of local indigenous staff and apprentices. 7. Contributing to community events as appropriate. 8. Undertaking work in a safe manner compliant with relevant legislation including reporting hazards within the workplace. 9. Other duties as directed from time to time by the Building, Construction and Maintenance Supervisor or Director of Technical Services.
Key Performance Indicators	<ol style="list-style-type: none"> 1. Efficiently and timely completion of tasks allocated by the Building, Construction and Maintenance Supervisor taking into consideration legal requirements and cultural aspects. (feedback) 2. Jobs to be completed in a safe and cost-effective manner in accordance with WHS legislation (feedback). 3. Assist in the identification of areas that can be improved in efficiency or process and report to Supervisor (feedback). 4. Assist with the development of Safe work method statements (number of SWMS developed) 5. Work in a safe manner (number of incidents) 6. Effective communication and Conflict resolution – (number of complaints and community feedback)

I acknowledge and agree to the above position description.

Name:

Signed:

Date:
