



POSITION DESCRIPTION

NORTHERN PENINSULA AREA REGIONAL COUNCIL (NPARC)

Position number		Date of last review	December 2024
Position Title	Carpenter Labourer		
Classification	Stream C, Band 2, Level 1 – 3 Depending on Quals; Skills and Experience		
Division	Building and Infrastructure		
Section	Works Depot - Injinoo		
Location	Injinoo		
Position Status	Permanent		
Supervisor	Builder Supervisor		

1. NPARC ORGANISATIONAL ENVIRONMENT:

Mission:

To support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water, and native vegetation resources, whilst protecting the rights and interests of both the individual and the community.

Vision:

With Respect and pride, we will build a future for our children based on unit, equitable self-governance, education, and culture.

Responsibilities:

The Council is charged with the responsibility of ensuring a wide range of local government services are available throughout the communities of the Northern Peninsula Area including housing, kerbside collection of rubbish and land-fill disposal, potable water supplies and effective wastewater disposal systems.

The NPARC must work closely with the community and funding agencies to ensure the necessary resources are available for these purposes.

2. PRIMARY OBJECTIVES OF THE POSITION:

Carry out tasks related to the building, construction, and joinery projects, under the supervision of a qualified Builder/tradesman/instructor.

3. CONDITIONS OF EMPLOYMENT:

The conditions of employment for this position are in accordance with the NPARC Certified Agreement 2019, Council's policies and procedures, Council's Code of Conduct, and other legislative requirements.

4. WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:

The employee shall comply, so far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures and shall comply with instructions given by his or her Manager and / or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons.

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

5. KEY DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to:

- Carry out construction, assembly, alteration or renovation of buildings, structures, fittings, cabinets, and cupboards.
- Carry out a risk analysis on all jobs when required.
- Developing a safe work culture in the workplace
- Working within a team environment in a cooperative and effective manner
- Carry out quality building; maintenance and repairs to all Council assets/buildings.
- Use hand tools, e.g., hammers, chisels, hand saws, screwdriver, measuring tapes and levelling devices etc.
- Use power tools, e.g., electric/battery drills, power saws, routers, sanders, pneumatic (air) tools e.g., nail guns.
- Operate workshop equipment.
- Collect and assemble building supplies.
- Follow appropriate safety practices when using ladder, other access ways, handrails, barriers, scaffolding and mechanical lifts (trained/licensed users only)
- Follow appropriate manual handling techniques for manual tasks including lifting and moving items.
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- Liaise with internal and external customers in a professional manner in accordance with customer service standards as set by the manager.
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- Complete all necessary documentation in relation to Council's computerised maintenance management, customer service and procurement systems.
- Reporting of faults and defects on machinery, tooling, and equipment to the supervisor

6. SELECTION CRITERIA:

- Current "C" Class Drivers Licence is desirable.
- Proven ability to work autonomously and achieve set targets.
- Proven ability to identify safety hazards and pro-actively resolve unsafe situations.
- Demonstrated ability to multitask and prioritise work to meet deadlines.
- Sound knowledge of Workplace Health and Safety procedures appropriate to the work area.
- Agree to act within the requirements of council's policies.
- Basic computing skills.
- Abide by NPARCS WH&S policies, procedures, and safety instructions, wear the protective clothing and equipment when provided. Maintain all necessary licenses/professional/trade memberships associated with the work you will be carrying out to ensure your own health and safety and that of others within the workplace.

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
PRINT

Manager Name: _____ Signature: _____ Date: _____
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Exec. Manager Name: _____ Signature: _____ Date: _____
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