



Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	February 2025
Position Title	Trades Apprentice - Carpenter		
Award	<i>Queensland Local Government Industry (Stream C) Award – State 2017</i>		
Classification	Apprentice – Band 1, Level 1		
Division	Building and Infrastructure		
Section	Trades		
Location	NPA Region		
Employment Type	Apprentice		
Hours of Duty	36.25 hours per week		
Supervisor	Building Supervisor		
Direct Reports	Nil		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2023*, the *Queensland Local Government Industry (Stream A) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager 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.

PRIMARY OBJECTIVE OF POSITION

The position is a carpentry apprenticeship and is expected to satisfy all of the apprenticeship requirements and work with a team comprising a carpenter and a trades assistant

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

- Participate in all compulsory apprenticeship and training activities
- Assist with repair and maintenance of Council owned properties
- Assist with inspection of Council owned properties and provide recommendations on required work
- Assist with construction of buildings as required
- Work in accordance with OH&S requirements
- Other duties as required
- Perform other duties as required.

SELECTION CRITERIA

Essential:

- Record of reliability and commitment
- Ability to work as part of a team
- Willingness to enthusiastically participate in apprenticeship training activities
- Demonstrated capacity to develop the required skills
- Understanding of OH&S requirements
- Understanding of local indigenous issues

Desirable

1. Hold current 'C' class Queensland Drivers Licence is highly desirable.
2. Physically fit and able to work in hot and humid conditions

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)