



Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	February 2025
Position Title	Carpenter		
Award	<i>Queensland Local Government Industry (Stream C) Award – State 2017</i>		
Classification	Band 1, Level 1 - 4 (depending on skills and qualification)		
Division	Building and Infrastructure		
Section	Trades		
Location	NPA Region		
Employment Type	Fulltime		
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 to carry out tasks related to the building, construction and joinery projects, under the supervision of a qualified Builder/tradesman/instructor.

KEY ACCOUNTABILITIES

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
- 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
- Perform other duties as required.

SELECTION CRITERIA

Essential:

- Current "C" Class Drivers Licence is desirable.
- Must have experience in housing construction
- Proven ability to work autonomously and achieve set targets.
- Proven ability to identify safety hazards and pro-actively resolve unsafe situations.
- Demonstrated ability to multi task 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.

Desirable:

- Certificate III Carpentry (CPC30220)

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)