



POSITION DESCRIPTION

POSITION DETAILS			
Position Title:	Apprentice Carpenter		
Position Number:	TBA	Standard Position Hours:	38 Hours
Directorate:	Works and Infrastructure	Unit:	Open Space & Community Facilities
Salary Grade:	Trainee Rate as per Award	Award Band and Level:	Band 1
Position Reports to:	Building Projects Coordinator / Building Maintenance Coordinator		
Staff Management:	Nil		
Budget Responsibility:	Nil		
Date Created:	5 May 2015	Date Last Reviewed:	6 September 2019
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ORGANISATIONAL ENVIRONMENT

Cessnock City Council employs approximately 350 employees and is responsible for a local government area of approximately 1,950 square kilometres within the Hunter Valley of New South Wales, approximately 120 kilometres north of Sydney and 40 kilometres west of Newcastle.

Cessnock City Council provides a diverse range of services and facilities for the residents and visitors of the local government area. Cessnock City Council comprises of 3 Directorates;

- Works and Infrastructure
- Planning and Environment
- Corporate and Community Services

ORGANISATIONAL CONTEXT OF POSITION

The Works and Infrastructure Services directorate manages services associated with the following functions within Cessnock City Council;

- Works and Operations
- Infrastructure
- Open Space and Community Facilities
- Waste and Environment Services

This position is in the Open Space and Community Facilities team which covers the following functions;

- Community facilities, halls, centres and pools;
- Tree and vegetation management;
- Recreation areas and civic spaces, ovals, parks, playgrounds; and
- Cemeteries.

WORKPLACE HEALTH & SAFETY

The Responsibilities, Authorities and Accountabilities (RAA's) applicable to this position is Level 6.

For specific WHS Responsibilities, Authorities and Accountabilities applicable to this position, refer to the WHS RAA Handbook.

The person accepting this position is required to read and comply with the RAA's applicable to this position.

PRIMARY OBJECTIVE

To provide a timely and effective carpentry service, under supervision, for maintenance and construction of Council's buildings and facilities.

KEY ACCOUNTABILITIES

1. Carry out on-site carpentry works, under supervision, in a cost effective manner and within pre-determined time targets, quality standards and specifications for
 - Reactive and planned maintenance on Council buildings and facilities
 - Building renewal projects and construction of new buildings and facilities
2. Assist with the maintenance of security systems, keys and locks, under supervision.
3. Under supervision, liaise with the internal Council customers and external Public, Sporting and Community Groups on buildings services.
4. Assist with the removal of graffiti, under supervision ensuring;
 - Use of environmentally safe products to restore buildings to their former condition.
 - All offensive graffiti is removed as a matter of urgency.
5. Assist with floor sanding and maintenance, under supervision.
6. Adopt best practice work methods on buildings / facilities tasks, under supervision, including;
 - Participation in Council programs for additional training and education to improve knowledge and work skills.
 - Provide input and assistance for the development and enhancement of Carpentry procedures.
 - Participate in Work Improvement Teams as required.
7. General housekeeping ensuring;
 - All tools and equipment not in use is returned to correct storage location.
 - Work vehicle and carpenters storage building at the works depot are kept in a clean and tidy condition.
 - Accurate records are kept of all time spent working maintenance and construction jobs on daily running sheets and timesheets.
8. Attend the relevant TAFE course (i.e. Apprentice Carpenter) to meet apprenticeship requirements ensuring;
 - Satisfactory attendance record is maintained.
 - All necessary documentation is kept up to date.
9. Any other accountabilities or duties as directed which are within the employee's skills, competence and training.

POSITION SELECTION CRITERIA

Essential

1. Minimum completion of Year 10 or equivalent with passes in English and Mathematics or equivalent.
2. Genuine interest in developing a career in the Carpentry Trade.
3. Demonstrated ability to effectively work in a team environment, participate in group situations, and encourage teamwork and cooperation.
4. Demonstrated ability to meet predetermined work schedules.
5. Demonstrated willingness to undertake training, learn new skills and trial and develop new work practices.
6. Demonstrated basic understanding of Workplace Health and Safety Regulations.
7. Demonstrated commitment to providing a quality service to customers.

Highly Desirable

1. Class C drivers licence.
2. Demonstrated knowledge and experience in Carpentry.

SIGNATURE

Employee

Full Name:

Signature:

Date: