

## Position Description

<b>Position Title:</b>	Apprentice Carpentry and Joinery
<b>Directorate:</b>	Infrastructure and Property
<b>Service Unit:</b>	Building Trade Services
<b>Salary Point:</b>	T(i) – T(iii)
<b>Position Reports To:</b>	Building Trade Services Coordinator
<b>Staff Management:</b>	Nil Direct Reports
<b>Budget Responsibility:</b>	Nil
<b>Date PD Reviewed:</b>	October 2019

### Organisation Context of Position

City of Newcastle (CN) employs over 900 staff and is responsible for a local government area of 187km<sup>2</sup>. Newcastle has a population of 148,000 and is the business and cultural centre of the Hunter region, home to over 620,000 people. In the heart of the Hunter Region, CN has a variety of locations across the city and encompasses 5 Directorates:

- Governance
- Strategy and Engagement
- People and Culture
- Infrastructure and Property
- City Wide Services

The purpose of the Infrastructure & Property Directorate is to:

- Ensure whole of life planning and maintenance of CN's built, physical and natural assets including infrastructure, plant and fleet assets.
- Manage the delivery of civil works and environmental projects across the LGA.
- Provide contract management services to CN, including the management of relevant works and services delivered by external providers, as well as leasing & property management.
- Provide services that improve presentation of the city, including city greening, graffiti removal and street cleaning.

The Service Elements that form the Infrastructure & Property Directorate are:

- Depot Operations
- Assets & Projects
- Civil Construction & Maintenance
- Property & Facilities

### Workplace Health & Safety

<b>WHS RAA Level</b>	6
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For specific WHS Responsibilities, Authorities & Accountabilities applicable to this position, the position holder will refer to the WHS Responsibilities, Authorities & Accountabilities matrix in the WH&S Management System. The person accepting the position will be required to sign off that they have received and understood their WHS Responsibilities, Authorities & Accountabilities.

## Scope

Apprenticeship positions have the primary goal of providing the apprentice opportunity to develop the necessary skills and knowledge to satisfy the competencies defined by the training plan established for the particular training discipline within the agreed timeframe.

This position is based within the Building Trade Services Team and on successful completion of the Apprenticeship the qualification of Certificate III Carpentry and Joinery will be attained.

Apprentices are indentured to City of Newcastle to complete their training. As part of the indenture the Apprentice will be provided with relevant on-the-job training as well as formal training with an external registered training organisation (RTO).

Apprentices work in conjunction with qualified tradespeople, focusing on (including but not limited to) the construction, erection, installation, finish and maintenance of CN assets for public, residential and commercial buildings.

## Position Responsibilities

- Perform duties as set out in the training package, associated training plan and training contract.
- Attend all training as required by the RTO.
- Give a high commitment to learning the carpentry and joinery trade and satisfy all competencies within the apprenticeship timeframe.
- Participate in workplace activities to develop operational skills and knowledge.
- Contribute to a safe work environment by complying with CN's WHS Management System, Responsibility Authority and Accountability Framework.
- Understand and comply with CN's policies and procedures.
- Work with team members providing maintenance and repairs to CN's assets, particularly with regard to carpentry and joinery work.
- Contribute to the Building Trade Services team's strong customer service focus.
- Develop a high level of communication and customer service skills.
- Develop the ability to problem solve and adjust work methods in response to changing conditions.
- Ensure that the work area is kept in a clean and tidy manner.
- Promote and maintain a positive organisational image and good community relations.
- Complete administrative tasks associated with the duties of the position.
- Develop the ability to identify potential improvements to work practices and conditions.
- Any other accountabilities or duties as directed by Supervisor / Manager which are within the employee's skill, competence and training.

## Position Selection Criteria

### Essential

1. Completion of Year 10 School Certificate or ROSA 'Record of School Achievement' at a minimum, with satisfactory results including at a minimum a pass in General Mathematics and English A genuine interest / passion in undertaking a carpentry and joinery trade.
2. Ability to satisfy basic manual handling and physical health requirements of the position and possess a willingness and ability to work in an indoor and outdoor environment.
3. Literacy / numeracy skills commensurate to the position.
4. Reasonable communication skills, both oral and written.
5. Ability to work under supervision and as part of team in a fast-paced environment.
6. Ability to develop sound knowledge and understanding of workplace health and safety.
7. A commitment to the prescribed training requirements and personal development.
8. White Card (Construction Induction Card) or ability and willingness to obtain prior to commencement.
9. Current NSW Class C (manual), Provisional Drivers Licence (manual) or ability and willingness to obtain prior to commencement.
10. Access to reliable transport for attendance at both work and external training providers.

### Desirable

11. Completion of a pre-apprenticeship course or work experience relevant to the position.
12. Experience and exposure in the use of hand/power tools.
13. Experience working in a team environment.
14. Basic computer literacy, including experience / knowledge of Microsoft Office applications.

### Personal Behaviours which relate to the position

1. Safety conscious
2. Drive, flexibility, high energy and enthusiasm for learning
3. Honest and integrity
4. Customer Service focussed
5. Respectful of yourself and others