

Position Description

POSITION TITLE		Holiday Parks Builder			
REFERENCE/POSITION NUMBER		1344			
DEPARTMENT		Infrastructure and Liveability			
ACCOUNTABLE TO		Holiday Parks Coordinator			
SUPERVISOR		Holiday Parks Coordinator			
DIRECTLY SUPERVISES		1			
INDIRECTLY SUPERVISES		1			
VOLUNTEERS SUPERVISED		None			
GRADE	8	STATUS	Permanent	TYPE	Full time
HOURS	38		LOCATION	Administration Building	
MOBILE PHONE	Yes		VEHICLE	Operational use only	
APPLICABLE ALLOWANCES		Adverse Level 1 Condition, Trade Tool Allowance			
LAST UPDATED		7/02/2024			

OBJECTIVES

- To efficiently scope, coordinate, control and supervise all site work conducted on behalf of Kiama Municipal Council at its five holiday parks, Kiama Leisure Centre and the Pavilion Kiama, including the direct supervision of an Apprentice Carpenter as well as the indirect supervision of an Electrician.
- To ensure total compliance in relation to quality, WHS, budget constraints, procedures, job management requirements and fair practices when dealing with clients, customers, contractors and staff.
- To pre-plan and schedule all works, ensuring sub-contractors and trades are coordinated and scheduled in a productive manner to minimise costs across Council's five holiday parks, Kiama Leisure Centre and the Pavilion Kiama
- To promote Council in a professional manner to clients, customers, contractors and staff.

SELECTION CRITERIA

ESSENTIAL

- Carpentry Trade qualification and Builder's Licence.
- Class C Driver's Licence.
- Experience in various aspects of building such as carpentry, tiling, concreting, roofing, plastering, formwork, reading and interpreting building plans and submitting DA's.
- Supervisory and management experience including training an Apprentice.
- WHS Construction Induction White Card.
- Knowledge of current building regulations, procedures and maintenance techniques.
- Ability to read and interpret building and engineering plans.
- General literacy, numeracy and communication skills.

DESIRABLE

- First Aid Certificate.
- Extensive and varied commercial building industry experience.
- Experience in coordinating and planning work.
- Strong written and verbal communication.
- Explosive Power Tool Licence
- Experience in MS Office.

ACCOUNTABILITIES

- In coordination with Council's Holiday Park Management and the various Holiday Parks contract managers, develop a maintenance and refurbishment schedule of works to be carried out across Council's five holiday parks.
- Prioritise and complete works within the above schedule and allocated budget including;
 - site preparation, formwork and concrete laying such as footing, slabs, paths, driveways etc.,
 - carpentry work including timber framing, decks, ramps, handrails, balustrades, steps and timber flooring,
 - demolition, removal and disposal of all waste building material, and
 - basic plastering, tiling and painting.
- Arrange for the preparation of all relevant documentation required for the submission of Development Applications (DA) as and when needed.
- Arrange for the ordering and supply of materials from Council's stores and local suppliers using Council's OLR system.
- Allocate work to and supervise Council's Apprentice Carpenter and Electrician.
- Process invoices in a timely manner to make payment for supplies and services.
- Liaise with the Holiday Parks Coordinator and the Manager Commercial Services on the progress of works carried out across the five holiday parks.
- Carry out general building maintenance work at the Kiama Leisure Centre and the Pavilion.
- Arrange for work carried out under a DA/Construction Certificate to be inspected as required by Council's appointed Building Inspector.
- Manage and certify the work of contractors carrying out building works on the holiday parks, at Kiama Leisure Centre and the Pavilion and ensure that all WHS requirements and risk assessment material is in place.
- Perform all other relevant building related duties as directed.

CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS

FINANCIAL DELEGATION:	\$1,000
RESPONSIBILITY DELEGATION:	Act in accordance with Instrument of Delegation
NO OF CONTRACTS MANAGED:	None
ANNUAL VALUE OF CONTRACTS MANAGED:	None
CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:	No responsibility
BUDGET DEVELOPMENT:	None

CONDITIONS OF EMPLOYMENT

AWARD/AGREEMENT	Local Government (State) Award	
POLICIES:	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	• Physical and mental capability to perform the inherent requirements of the position	
	• Proof of ability to legally work in Australia	
	• Pre-employment screening to Australian Standards in Employment Screening.	
	• Criminal record check	Yes
	• Pre-employment medical	Yes
	• Working with children check	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

Employee Signature:

Date: