



Position Description

Position Title

Carpenter/Handyman

Section

Operations

Division

Works

Reports to

Works Manager

Current Status

Permanent Full-Time

Band/Level

Band 1 Level 3

Grade

Grade 8

Step

Entry to Step 4

Salary Range

\$833.46 - \$919.66

Last Reviewed

January 2016

File Location

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Conditions of Employment

The employee will work according to conditions provided under the *Local Government (State) Award* as varied from time to time, and the Council Policies/Systems including, but not restricted to:

- * Council's Salary Administration System
- * Council's Code of Conduct
- * Equal Employment Opportunity
- * Equity & Access to Training
- * Performance Appraisal

Work Health and Safety (WHS)

The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.

Position Summary

This position is primarily responsible for the maintenance, repairs and the construction of Council's infrastructure and assets as required.

Specific Duties and Responsibilities

- **PRODUCE CONCRETE STRUCTURES (EG. FOOTPATHS, DRIVES, RETAINING WALLS)**
 - Set up structures
 - Construct structures
- **PERFORM WORKS**
 - Construction and maintenance of concrete footpaths and driveways.
 - Construction and maintenance of stormwater pits, headwalls and inlets and laying of stormwater pipes.
 - Construction and maintenance of kerb and guttering.
 - Setting up general formwork, steel fixing, pouring and finishing concrete.
 - Installation and repair of footpath paving.
 - Maintain, repair and construct paving.
 - Minor building maintenance eg. carpentry repairs, roofing repairs, cladding repairs.
 - Estimate materials and quantities to carry out the job
 - Liaise with Storekeeper/Works Coordinator to acquire the necessary materials
 - Arrange order for purchase from local suppliers in accordance with Council's Purchasing policy.
 - Maintain, repair and construct fences including man proof fences, security fences, brick fences, timber fences and gates.
- **CONTROL TRAFFIC**
 - Set up traffic procedures (as per relevant Traffic Control Plan for specified work project)
 - Maintain Traffic Flow
 - Report traffic problems
- **Additional duties may be required within your skills and capabilities**

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to customer enquiry within an appropriate timeframe
- Complete Time Sheets / Leave Applications
 - Complete Time Sheets
 - Complete Leave Forms
- Work Health and Safety Responsibilities
 - Present for work in a fit state (not under the influence of drugs or alcohol)
 - Not undertake any task / activity for which you have not been trained, inducted or deemed competent to do
 - Report all hazards, near misses, injuries, incidents to their immediate supervisor immediately
 - Not through act or omission create an unsafe workplace or environment
 - Ensure adherence to developed SWMS/RA, SOP's, Procedures
 - Assist in the development of specific SWMS/RA where identified and required
 - Follow all necessary instruction, training, information and supervision to enable works to be undertaken safely
 - Advise immediate/relevant supervisor of any hazard or risk outside area of control or delegation
 - Assist in the investigation of all injuries and incidents
 - Ensure the safe and correct use/application of plant, equipment and PPE
 - Commitment to Council's Injury Management Procedure
 - Maintain good site housekeeping at work location
 - Contribute to continual improvement of workplace risk control processes

Supervisory Responsibilities

Nil

On call

This position holder (employee) shall be required to be on call and attend to duties after hours as and when required.

The employee shall be on call on a roster arrangement and, subject to availability of staff, provided with two weekends in a four week period off. These shall generally be the rostered day off weekend. The employee shall also be required to be on call during absences of other on call staff. The relevant on call allowance shall be paid in accordance with the Award.

During periods of being on call the employee shall be required to be capable of receiving telephone calls through Council's after hours procedures, from supervisors or members of the public and then respond (call out) staff appropriately. Should circumstances warrant, the employee **must** be capable of attending directly to the site of a call-out/emergency within 90 minutes of an incident occurring in the Lithgow.

If required the position holder may also be required to also attend the Wallerawang/Portland regions within 90 minutes and two hours to incidents outside of these regions, i.e. the Capertee Valley area including Capertee, Glen Alice and Glen Davis.

A Council mobile telephone and vehicle shall be provided for these purposes

Signatures

I agree to the requirements of this Position Description.

_____ Employee	_____ Date
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_____ Supervisor	_____ Date
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_____ Manager	_____ Date
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Selection Criteria

Essential

- Class C Drivers Licence
- WHS Induction for General Construction Ticket (Whitecard)
- Experience in setting up and completing general concrete works.
- Demonstrated commitment to the principles of honesty and integrity
- Commitment to Work Health and Safety

Desirable

- Chainsaw Ticket
- First Aid Ticket
- Experience in setting out works using a survey level
- Traffic Control Ticket (Stop/Slow)
- Traffic Control Ticket (Implement Traffic Control Plans)
- Trade qualifications in Building and construction
- Bricklaying experience
- Carpentry experience