CARPENTER

# POSITION PROFILE

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| **Division** | Shire Infrastructure  | **Status** | Fulltime / Permanent  |
| **Unit** | Building Operations | **Salary Grade** | Grade 5 |
| **Reports to** | Coordinator, Minor Works/ Coordinator, Reactive Maintenance | **Reviewed** | June, 2021 |

# STRATEGIC INTENT

Building Operations is accountable for providing efficient and effective maintenance; and upgrades (minor works) to Council’s diverse asset portfolio.

This role is responsible for supporting the following outcomes:

* Delivering buildings, open space, transport and stormwater assets maintenance and minor works to agreed levels of quality, function and safety
* Minimising the impact on natural resources.

# POSITION PURPOSE

The roles’ primary function is to undertake all aspects of the carpentry trade on Council’s buildings, facilities and assets, including but not limited to:

* Upgrades, renovations, fit-outs and new builds;
* Reactive and planned maintenance; and
* Identifying and mitigating risks associated to faulty assets (as needed basis).

# STRUCTURE



# POSITION OUTCOMES AND ACCOUNTABILITIES

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| **PERFORMANCE STANDARD**  | **OUTCOME TO BE DELIVERED** |
| **CUSTOMER EXPERIENCE**  |  |
| Provide Efficient Customer Service | * Support a culture of quality customer service
* Consider customer requirements and develop solutions to meet their needs and enhance their experience
* Advise of any delays that may impact on completion of works
* Communicate routine technical information clearly and concisely
* Demonstrate initiative by identifying and undertaking additional required works.
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| **TECHNICAL**  |  |
| Deliver Carpentry Works  | * Work under limited supervision
* Complete own work tasks within set timeframes
* Take initiative to progress own work
* Willingness to apply additional skills outside the trade discipline, as safe and appropriate
* Identify and coordinate resources needed to complete allocated work efficiently
* Deliver carpentry works in accordance with relevant Standards, Codes and Regulations.
* Engage relevant utilities or external service providers and stakeholders for purpose of inspections, approvals and/or to undertake works.
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| Plan and Prioritise | * Plan and coordinate allocated activities
* Re-prioritise own activities to achieve set goals and deliver works in an efficient manner.
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| Think and Problem Solve  | * Identify and inform of issues that may impact on completion of tasks, works and services
* Share ideas about ways to improve work tasks.
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| Interpret Technical Information  | * An ability to interpret Codes, Regulations, Standards, plans, work programs, specifications and inform technical scopes and briefs.
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| Carryout Estimates  | * An ability to create detailed and accurate estimates and quotations.
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| **LEADERSHIP** |  |
| Influence and Negotiate  | * Listen to others when they are speaking and ask respectful questions
* Use facts, knowledge and experience to support recommendations
* Work towards positive and mutually satisfactory outcomes.
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| Be Accountable  | * Understand team objectives and how own work relates to achieving these
* Take ownership of performance outputs and outcomes achieved
* Show awareness of own strengths and areas for growth and development and apply new skills.
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| Be Innovative | * Participation in appropriate industry forums / groups
* New work practices are introduced as required in line with industry best practice.
* Actively participate and share ideas via Culture Surveys and Toolbox Talks (TBTs).
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| **SAFETY**  |  |
| Maintain a Safe Environment  | * Follow safe work practices and take reasonable care of own health and safety
* Report work-related incidents, injuries and illness, hazards and, any unsafe behaviours or conditions
* Share ideas to make the work environment safer.
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| **BUDGETS**  |  |
| Work to Budgets  | * Comply with basic ordering, receipting and payment processes
* Be aware of relevant delegations and act within authority levels
* Accurately complete weekly timesheets
* Appreciate the importance of accuracy and completeness of estimating costs
* Accurately note down all costs in relation to labour time, materials, plant, sub-contractors on invoices
* Ensure invoices are submitted in a timely manner
* Understand compliance obligations related to using resources and recording financial transactions
* Delivery works and services in accordance with the relevant budget.
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| **TECHNOLGY** |  |
| Use Technology | * Understand and comply with policies on acceptable use of technology
* Identify new technologies that create efficiencies/ improve service delivery
* Identify ways to leverage the value of existing technology to achieve team/unit outcomes.
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# SELECTION CRITERIA / SUCCESS PROFILE

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| **Qualifications, Certificates or Licences** | Essential | * Carpentry Trade Certificate (Cert 3)
* Building Industry Induction Certificate (White Card)
* Class C driver’s license.
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|  | Desirable | * Building Studies Certificate (Cert 4) or Diploma
* NSW Fair Trading Contractor Licence (Carpentry )
* Asbestos awareness training
* Elevated Work Platform (EWP).
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| **Experience or skills** | Essential | * Extensive post apprenticeship experience in construction, upgrades, and/or maintenance work
* Proven ability to interpret plans, codes and technical specifications
* Thorough understanding of Work Health & Safety policies and procedures.
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|  | Desirable | * A proven ability to co-ordinate and direct the work of skilled and semi-skilled staff
* Proven ability to accurately estimate time and materials for numerous and various size projects
* Experience undertaking works on public assets.
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# CORE CAPABILITIES

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| **Attributes** | * **Decision making**: Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them
* **Goals oriented:** Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them
* **Critical thinking**: Critically examine work and activities, considering alternative points of view
* **Communication skills**: Able to articulate complex and technical matters
* **People skills**: Empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way
* **Team focussed**: Willing to be mentored, and to share skills, experience and knowledge.
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# OUR VALUES

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| **Behaviours** | * **Collaborate** - be open and welcoming, genuinely connect to others, include others, work together as one
* **Achieve** - be enthusiastic and optimistic, make a positive contribution, set goals to be the best you can be, deliver every day
* **Respect** – be honest and trustworthy, do what you say you will put yourself in the other person’s shoes, listen to what’s important to others
* **Evolve** – stay up to date, take on new opportunities, think creatively about solutions, be a big picture thinker.
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# CORPORATE OBLIGATIONS

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| **Employees** | No direct reports. Unit structure attached. |
| **Delegations** | Authority to operate within the Delegations attached to the position |
| **Risk Management** | Managing work practices to mitigate all identified risks, identifying and reporting additional risk and threats and assist in devising strategies to mitigate these risks. |
| **Financial Management** | Managing budgets and expenditure, undertaking relevant checks and applying rules, regulation, process and procedures in dealing with financial matters |
| **Workplace Health and Safety** | Comply and co-operate with WHS policies, procedures, instructions and safe systems of work. |
| **Code of Conduct** | All employees are responsible for adhering to Council’s Code of Conduct and the policies and procedures that support it |
| **Workplace Behaviour & EEO**  | All activities must comply with Council’s Workplace Behaviour Guidelines. |
| **Enterprise Content Management** | Comply with Council’s Enterprise Content Management Determination and associated guidelines including creation of appropriate records in Council’s records management system and proper custodianship of records to ensure against loss, removal or destruction. |
| **Continuous Improvement** | Identify obsolete and inefficient practices and recommend changes where appropriate. |
| **Customer Focus** | Championing an exceptional customer experience, and evaluating customer satisfaction in order to continually improve service delivery. |
| **Procurement** | Activities are conducted in accordance with the Purchasing Policy and Procedures to provide transparency and cost effectiveness in procurement. |

# SPECIFIC CONDITIONS OF EMPLOYMENT

* Opportunities to transfer into other service streams (Reactive and Planned Maintenance).
* Core Enterprise Agreement (Wages Staff)
* 38 hours per week
* 9 day fortnight (RDO each fortnight).

# SIGNATURE

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Incumbent (signature)                                                Date