



# Senior Trade Carpenter

## POSITION PROFILE

Division	Shire Infrastructure	Status	Permanent
Unit	Building Operations	Salary Grade	Grade 7
Reports to	Coordinator, Capital projects - Minor Works	Reviewed	October 2022

## STRATEGIC INTENT

Building Operations is accountable for providing efficient and effective maintenance and minor works (projects) to Council's building, open space, transport and stormwater assets.

This role is responsible for supporting the following outcomes:

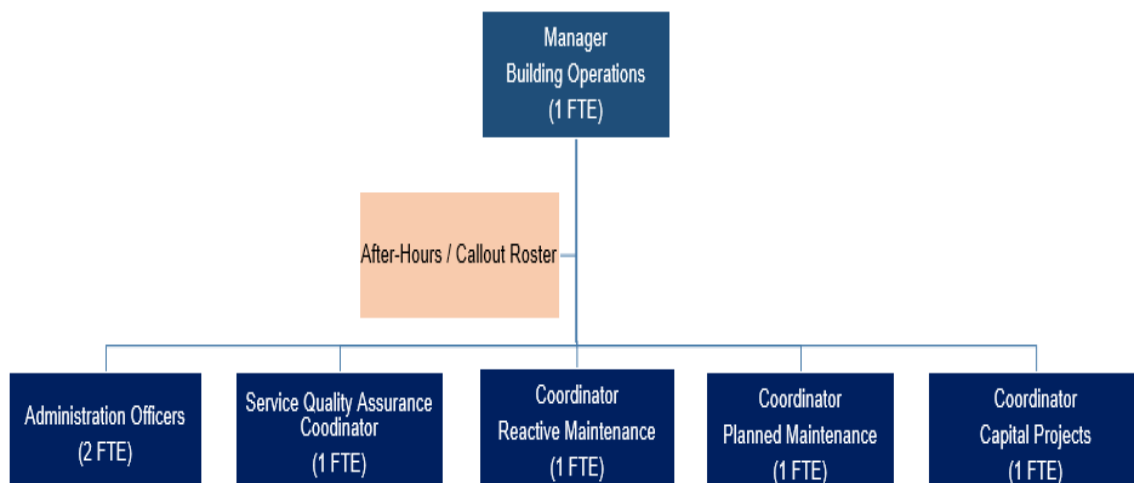
- Delivering works to agreed levels of quality, function and safety
- Minimising the impact on natural resources.

## POSITION PURPOSE

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

- Providing cost-effective carpentry services to both Council and External customers.
- Delivering Reactive and planned maintenance (core works).
- Identifying and mitigating risks associated to faulty assets (core works).
- Delivering Upgrades, renovations, fit-outs and new builds (as required).

## STRUCTURE



## POSITION OUTCOMES AND ACCOUNTABILITIES

OUTCOME TO BE DELIVERED	PERFORMANCE STANDARD
Perform carpentry work for Council and External Customers	– Completion of carpentry works to Industry Repair Times and Quality Standards
Undertake all work in a safe manner whilst ensuring the work environment is clean and tidy	– No accidents and lost time through injury or accidents – All work carried out in compliance with the requirements of the WH&S Act – WH&S inspections
Service delivery is supported by cost efficient procurement of utilities	– No over runs on quotes
Completion of all documentation related to any work undertaken for Council and External Customers when required.	– Number of incidences of non-compliance
Provide on the job training of Apprentices	– Apprentice appraisals
Undertake other duties as directed by the Supervisor or Manager Building Operations	– Duties undertaken as requested
<b>Financial Accountability</b>	
This position has been identified as having the responsibility of managing financial transactions for the organisation, as required.	– In undertaking these duties you are placed in a position of trust and must abide by Council's Code of Conduct at all times. In the event that fraudulent conduct is suspected or identified, relevant processes including disciplinary will be followed, and where appropriate, relevant external agencies may be notified.

### ***Operational Support Unit Statement of WH&S Responsibilities, Authorities and Accountability for Supervisors in Building Operations –***

All Building Operations Unit Supervisors are responsible for the supervision of employees carrying assigned work tasks safely and ensuring that safe work place instructions are followed.

#### **WH&S Responsibilities**

- Ensure that all activities are performed in accordance with Sutherland Shire Council WH&S Policy, Elements Instructions and Guidelines.
- Ensure that all activities are performed in accordance with the Building Operations Unit instructions and directions including Safe Work Method Statements.
- Respond to any reported hazards and make Corrective actions.
- Review in consultation with employees any work related tasks that will assist in improving safety.
- Investigate any incident or near miss and document with Corrective actions. Follow up on corrective actions within three (3) weeks.
- Correct and report if warranted any departures from WH&S procedures by employees, contactors, volunteers, visitors and public
- Ensure that employees carry out Risk Assessments prior to undertaking work tasks.
- Facilitate in the development of Safe Work Method Statements in consultation with employees.

- Conduct unit based induction, training, skills assessments and establish competency of employees to carry out work tasks.
- Ensure that employees obtain a Material Safety Data Sheet (MSDS) for all chemicals they handle and are consulted with before use if Risk Assessment requires it.
- Promote WH&S with employees, contractors, volunteers and public.
- Conduct Site Safety Inspections and document findings.
- Conduct random Safety inspections on employees and contractors.
- Conduct unit Toolbox talks every month and document proceedings.
- Ensure inspections of all machinery and power tools are carried out monthly and documented.

### **WH&S Authorities**

- Supervisors have the Authority to carry out the above mentioned WH&S responsibilities as directed by the Manager of the Building Operations Unit.
- All supervisors have the Authority to cease or suspend any work activity they believe is unsafe.

### **Accountability**

Supervisors affected by this statement will be held accountable for complying with its instructions and will have the performance of their WH&S responsibilities measured by an annual appraisal.

Non compliance with this statements instruction could lead to disciplinary action in accordance with Councils Counselling and Discipline Policy.

## SELECTION CRITERIA / SUCCESS PROFILE

Qualifications, Certificates or Licences	Essential	<ul style="list-style-type: none"> <li>– Carpentry - Trade Certificate (Cert 3)</li> <li>– White Card (also known as a general construction induction card)</li> <li>– Class C driver's license.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>– Building Studies Certificate (Cert 4) or Diploma</li> <li>– Asbestos awareness training</li> <li>– Elevated Work Platform (EWP).</li> </ul>
Experience or skills	Essential	<ul style="list-style-type: none"> <li>– Minimum of three years trade experience in experience in construction, upgrades, and/or maintenance work</li> <li>– Supervisory and administrative experience in a construction environment.</li> <li>– Desirable to have commercial supervisory experience in Private Industry.</li> <li>– WH&amp;S Supervisory Experience</li> <li>– Computer skills</li> <li>– Proven ability to interpret plans, codes and technical specifications</li> <li>– Thorough understanding of Work Health &amp; Safety policies and procedures.</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>– A proven ability to direct the work of skilled and semi-skilled staff</li> <li>– Proven ability to accurately estimate time and materials for numerous and various size projects</li> <li>– Experience undertaking works on public assets.</li> </ul>

## CORE CAPABILITIES

Attributes	<ul style="list-style-type: none"> <li>– For example:</li> <li>– <b>Decision making:</b> Achieving desired outcomes by evaluating and identifying options, and involving others in decisions affecting them.</li> <li>– <b>Goals oriented:</b> Works to achieve self-set goals, taking on challenging tasks when necessary in order to achieve them</li> <li>– <b>Critical thinking:</b> Critically examine work and activities, considering alternative points of view and approaching an issue as it relates to different stakeholders.</li> <li>– <b>Communication skills:</b> able to articulate complex and technical matters in simple terms.</li> <li>– <b>People skills:</b> empowers others to think for themselves, able to approach and attempt to resolve disputes in a constructive way and able to provide positive and constructive feedback when necessary.</li> <li>– <b>Team focussed:</b> Willing to be mentored, and to share skills, experience and knowledge via formal and informal collaboration with colleagues</li> </ul>
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## OUR VALUES

Behaviours	<ul style="list-style-type: none"> <li>– <b>Collaborate</b> – We are a united team. We work together to deliver great outcomes for our community</li> <li>– <b>Achieve</b>- We have a can-do attitude and deliver on our commitments. We pursue excellence and believe in making a positive contribution to our community</li> </ul>
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	<ul style="list-style-type: none"> <li>– <b>Respect</b> – We communicate openly, act with integrity and are inclusive</li> <li>– <b>Evolve</b> – We look for opportunities and embrace change, championing new ideas, and celebrating solutions.</li> </ul>
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## CORPORATE OBLIGATIONS

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

- Conditions in accordance with the Core Enterprise Agreement covering Wages staff.
- Nine day fortnight