

<b>Position Title</b>	Carpenter
<b>Department</b>	City Assets
<b>Unit</b>	Open Space and Buildings Maintenance
<b>Team</b>	Buildings Maintenance
<b>Supervises</b>	Nil
<b>Reports To</b>	Team Leader Trades
<b>Grade</b>	D
<b>Date Prepared</b>	16/04/2024
<b>Date Last Updated</b>	16/04/2024

## Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

## Primary purpose of position

To provide carpentry maintenance and installations services to Council assets.






## Accountabilities

- Provide programmed and reactive maintenance service for Councils built assets including but not limited to the following:
- General building works including repair and replacement of doors and jambs, door closers, ceilings, walls, flooring, skirting, architraves, beading, roof tiles, gyprock, fascia, eaves, skylights
- Paving, tiling, rendering, construction of concrete floors, pathways and slabs, bricklaying and blockwork
- Repair and replace chainwire fencing, colourbond and timber fencing metal and timber post and rail fencing
- Repair and replace park equipment including boardwalks playground equipment, shade sails, garbage bin cabinets and stands, synthetic grass on cricket wickets
- Repair and replace doors and windows including glazing, flyscreens on windows, screen doors, roller doors and shutters
- Signage repair and installation
- Office furniture assembly and/or repairs
- Repair and replace timber and aluminium seats
- Conduct inspections on building components to determine state of repair for proactive maintenance.
- Be Responsible for Council vehicle, tools and equipment and ensure their safe keeping.
- Operate safely and correctly job-related plant, equipment and tools
- May need to be available on a roster for periodic after hours calls and a reasonable amount of overtime as required
- Undertake other duties as required

## Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

### Capability Profile – Trades/ Operational

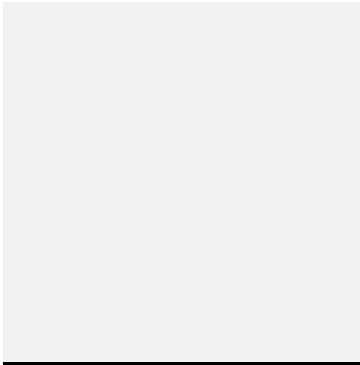
Capability Group	Capability Name	Level
 <b>Personal Character</b>	Lead Self	Intermediate
	Display Resilience	Foundational
	<b>Act with Integrity</b>	Intermediate
	<b>Safety and Accountability</b>	Intermediate
	Communicate and Engage	Foundational
 <b>Relationships</b>	Customer and Community Focus	Intermediate
	<b>Work Collaboratively</b>	Intermediate
	Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
 <b>Results</b>	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
	Finance	Foundational
 <b>Resources</b>	<b>Assets and Tools</b>	Intermediate
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 <b>People Leadership</b>	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

## Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

### CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
<b>Personal Character</b>		
Safety and Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Follows through reliably and openly takes responsibility for own actions</li> <li>• Understands delegations and acts within authority level</li> <li>• Is vigilant about the use of safe work practices by self and others</li> <li>• Is alert to risks in the workplace and raises them to the appropriate level</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>• Encourages an inclusive, supportive and co-operative team environment</li> <li>• Shares information and learning within and across teams</li> <li>• Works well with other teams on shared problems and initiatives</li> <li>• Looks out for the wellbeing of team members and other colleagues</li> <li>• Encourages input from people with different experiences, perspectives and beliefs</li> <li>• Shows sensitivity to others' workloads and challenges when asking for input and</li> </ul>
<b>Resources</b>		
Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>• Uses a variety of work tools and resources to enhance work products and expand own skill</li> <li>• Ensures others understand their obligations to use and maintain work tools and equipment appropriately</li> <li>• Contributes to the allocation of work tools and resources to optimise team outcomes</li> </ul>
<b>Personal Character</b>		
Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Maintains confidentiality of customer and organisational information</li> </ul>



- Is open, honest and consistent in words and behaviour
- Takes steps to clarify ethical issues and seeks advice when unsure what to do
- Helps others to understand their obligations to follow the code of conduct, legislation and policies
- Recognises and reports inappropriate behaviour, misconduct and perceived conflicts

\* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

### Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the Chief Executive Officer.

### Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

### Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

### Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

### Qualifications and Experience

#### Essential Qualifications

- Relevant Trade qualifications
- Class C Drivers Licence
- White Card (General Construction Induction Card)

#### Essential Experience

- Experience in asset, infrastructure, building maintenance and construction maintenance or a similar field.

#### Desirable Qualifications and or Experience

- Elevated Work Platform Certification
- MR Drivers Licence
- Chainsaw Certification

- First Aid Certificate
- Welding experience

<b>HUMAN RESOURCES USE (SELECT YES OR NO)</b>	<b>YES</b>	<b>NO</b>
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>