



## MOUNT ISA CITY COUNCIL POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Carpenter / Handyperson
<b>EMPLOYMENT STATUS:</b>	Full-time (Max-Term)
<b>AWARD CLASSIFICATION:</b>	Trade BT1 Queensland Local Government Industry (Stream C) Award - State 2017 in conjunction with Mount Isa City Councils Certified Agreement
<b>DEPARTMENT:</b>	Infrastructure Services

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### POSITION OBJECTIVE

The position of Carpenter / Handyperson is responsible for the construction, general maintenance and servicing of Council owned building, facilities and infrastructure throughout the Mount Isa City Council area. The purpose of the role is to undertake the planning and programming of maintenance and capital works for Council's Buchanan Park and Civic Centre, where carpentry and general maintenance work is required.

### ORGANISATIONAL RELATIONSHIPS

Reports to: Coordinator, Facilities, Cemeteries and Disaster Management

Supervises: Nil

Key Relationships / Interactions: Team Leaders / Supervisors  
Operational Staff  
Contractors

### REQUIREMENTS OF THE POSITION

Specific requirements of the position are:

#### Skills and Knowledge

- Sound literacy and numerical skills necessary to maintain servicing records and complete timesheets and other relevant documentation;
- Proven ability to work with minimal or no supervision;
- Ability to plan work schedules and complete tasks within set timeframes;
- High level of communication skills necessary to deal with the general public, contractors and other employees within Council's Policies and Guidelines;
- Must be able to work within a team environment as well as independently;
- Experience in interpreting plans with an eye for detail;
- Self motivated with strong time management abilities;
- Demonstrated willingness to learn.
- Understanding of plant maintenance procedures / ability to undertake preventative machinery maintenance environment;
- Working knowledge of Workplace Health and Safety practices;
- Understanding and a demonstrated customer focus in Council operations.
- Ability to read plans and interpret specifications.

- Experience in building maintenance and construction in a local government or similar environment.
- Sound level of oral, written and interpersonal communication skills.
- General labouring and manual handling skills.

### **Qualifications and/or Experience**

- Trade qualifications and experience in Carpentry.
- Demonstrated high level performance in a similar role is desirable;
- Current unrestricted Queensland "C" Class Drivers Licence.
- Possession of a current Construction Industry White Card is essential;

### **Training**

- On-the-job training is to be provided to ensure that the position holder maintains a satisfactory knowledge and skill base;
- The position holder will be encouraged to attend workshops relevant to the position so as to ensure ongoing professional development.

### **Physical Requirements/Environment of the Position**

- It is an inherent requirement of the position to be able to lift weights in accordance with Workplace Health and Safety Legislation; and
- Work outdoors in all weather conditions, and walk on uneven terrain

### **KEY ROLE FUNCTIONS**

This position is responsible for the following functional areas:

- Carpentry
- Labouring / Handyperson

### **KEY RESPONSIBILITIES**

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council's operational and corporate plans. Without limiting the above, the key responsibilities shall include:

- The coordination, scheduling and completion of carpentry related works;
- To monitor and progress, cost and quality of projects and report regularly to Coordinator, Facilities, Cemeteries and Disaster Management;
- To ensure all works are carried out in accordance with Statutory and Council requirements;
- To provide technical advice within the scope of this position, to the relevant Team Leaders in relation to maintenance and upgrading of Council building assets;
- Undertake maintenance and repair duties on Council owned houses;
- Undertake repair work, emergency maintenance and preventative maintenance for all Council facilities;
- Ensure that all repairs and maintenance to the building assets are carried out in a professional manner, ensuring the facilities are presented in the best possible standard;
- Work at various locations throughout the Council area;
- Maybe required on occasions to undertake relief work for other positions if suitably qualified, experienced and ticketed;
- Prepare estimates, programs and progress reports within the scope of this position as required;
- Attend meetings, workshops and training sessions as required;
- Identify and record any problems relating to product, process and quality systems on job files when applicable.

- Initiate, recommend or provide solutions to problems identified and inform the supervisor;
- Provide on the job technical experience, when required;
- Set out in accordance with plans and specifications;
- Fulfil obligations and responsibilities of this position as identified in the Mount Isa City Council Workplace Health and Safety Management Plan;
- Operate equipment safely and confidently and ensure that pre-start checks are done each morning;
- Ability to follow lawful instructions and work in a team environment;
- Safe handling of hand tools and other hand operated equipment;
- Positive attitude towards work and safety;
- Ensuring work vehicle is maintained in good condition;
- Other duties as directed that fall within the scope of this position description and classification.

### **KEY PERFORMANCE INDICATORS**

Specific requirements of the position are:

- All assigned tasks completed professionally and on time;
- Accountable for positive health and safety practices;
- High level of confidentiality maintained;
- High level of customer service evidenced;
- High level of participation and commitment to team outcomes;
- All liaisons & work carried out in a professional manner being a positive ambassador for Mount Isa City Council;
- Consistently meets corporate obligations;
- Promotes and complies with council policies and procedures.

Note: These key performance indicators will be reflected in any performance reviews held associated with the position.

### **DELEGATION AUTHORITY AND ACCOUNTABILITY**

- As per Council's Delegations of Authority;
- Authorise expenditure in accordance with Council's Procurement Manual;
- Other delegations as determined by the CEO or Council.

### **ORGANISATIONAL COMMITMENTS**

To comply with the requirements of all Mount Isa City Council policies and procedures as amended from time to time, including but not limited to:

- Comply with customer service standards;
- Comply with Council's Code of Conduct;
- Comply with and actively promote and ensure compliance with Council's EEO Policy;
- Comply with Human Resources policies and procedures;
- Comply with Work Health & Safety legislation, policies and procedures;
- Comply with Records Management policies and procedures.

### **WORK HEALTH AND SAFETY**

All employees of Council have a legal obligation to comply with Work Health and Safety legislation including Council's Work Health and Safety Management System; Safeplan and Council policies, procedures and work instructions. This framework is established to ensure the health and safety of employees, contractors, visitors, volunteers and the public.

Employees are required to perform all work and associated functions in a safe manner and to identify and report any concerns, near misses and incidents/accidents to Councils WH&S Officer and Supervisor.

**GENERAL**

All employees must comply with all reasonable and lawful directives given in the workplace and must undertake other duties associated with the role, as reasonably directed and within the scope of the requirements of the role.

Position Descriptions do not provide a definitive list of duties and responsibilities and as such Council reserves the right to alter this position description from time to time. Council expects employees to accept variations to their work within the classification level therefore Council may initiate changes through consultation with the position holder. On an annual basis the employee and appropriate Supervisor/Department Manager should review the position description for currency.

**Selection Criteria – Carpenter / Handyperson**

<b>SELECTION CRITERIA</b>		<b>WEIGHTING (%)</b>
SC1	Trade qualified with demonstrated experience in an equivalent role or similar.	MANDATORY 30%
SC2	Demonstrated experience in maintenance procedures and the ability to undertake preventative maintenance.	25%
SC3	Sound literacy and numeracy skills necessary to maintain servicing records and completion of timesheets and other relevant documentation.	20%
SC4	Demonstrated working knowledge of Workplace Health and Safety practices and promote a positive safety culture within the Council.	15%
SC5	Self motivated with strong time management skills and the ability to work well within a team environment and with minimal or no supervision.	10%

**AUTHORISATION**

Director: Renee Wallace

Signature/Date \_\_\_\_\_

Date originated: 11 October 2010

Date reviewed: 29 August 2022

**EMPLOYEE DECLARATION**

I, the undersigned acknowledge receiving a copy of the Carpenter / Handyperson Position Description:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_