

# Carpenter / Handyperson

## Position Outline

<b>Position</b>	Carpenter / Handyperson
<b>Work Location</b>	23 West Street, Council's Administration Building
<b>Directorate</b>	Infrastructure Services
<b>Section</b>	Facilities Management
<b>Reports to</b>	Coordinator, Facilities
<b>Annual Salary Band</b>	\$85,337.72
<b>Classification</b>	BT1, Mount Isa City Council Certified Agreement 2024
<b>Engagement Type</b>	Full-Time, Ongoing

### POSITION OBJECTIVE

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This position is responsible for the construction, general maintenance and servicing of Council owned building, facilities and infrastructure throughout the Mount Isa City Council area.

### POSITION REQUIREMENTS

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- Trade qualified with demonstrated experience in an equivalent role or similar.
- Demonstrated experience in maintenance procedures and the ability to undertake preventative maintenance.
- Sound literacy and numeracy skills necessary to maintain servicing records and completion of timesheets and other relevant documentation.
- Demonstrated working knowledge of Workplace Health and Safety practices and promote a positive safety culture within the Council.
- Self motivated with strong time management skills and the ability to work well within a team environment and with minimal or no supervision.

### KEY RESPONSIBILITIES

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This position is responsible for the following areas and includes but is not limited to:

- The coordination, scheduling and completion of carpentry related works;
- To monitor and progress, cost and quality of projects and report regularly to Coordinator, Facilities
- 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;

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- 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.

#### **KEY PERFORMANCE INDICATORS**

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- All assigned tasks are conducted in a timely and effective manner.
- Understands and complies with Councils policies and procedures
- Accountable for positive health and safety practices

#### **WORK HEALTH AND SAFETY**

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All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

## WHAT'S IN IT FOR YOU?

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When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

## WE AT ISA...

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We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

## HOW TO APPLY

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### What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge, and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

### Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities>;  
or
- Email Human Resources on [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au)
- *Both word and PDF are accepted file formats.*

### Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	11 October 2010
Reviewed Date	4 December 2023
Contact	Human Resources 07 4747 3389
Closing date	17 June 2026