

Position Title	Trades – Carpenter
Position Number	1052, 1053, 1054, 1123
Division	SERVICES
Branch / Section	Building and Grounds
Salary Level	Level 4
Reports to	Section Leader – Building and Grounds Maintenance

#### Position Objectives

To undertake and maintain Norfolk Island Regional Council's buildings/structures/assets and complete general construction and maintenance duties as required to a high standard of presentation.

#### Key Accountabilities

- The construction of new buildings, structures and renovations/improvements to existing Council buildings in accordance with plans, specifications & building codes
- To complete repairs and maintenance to Council buildings and property
- To assist and work with other tradesmen and contractors in the completion of all works
- To ensure all Council equipment, tools and machinery are operated, maintained and stored safely, and securely
- Assist the Section Leader – Building and Grounds Maintenance in assessing and undertaking general construction and maintenance work as required
- Report all accidents/incidents/injuries are reported immediately to supervisor
- To ensure all work is performed in a competent and professional manner
- Assist as directed in other tasks and include within the KAVHA area

#### Competencies

- Proficient skills, knowledge and experience in carpentry and general building construction and maintenance
- Ability and experience to ensure all construction and building maintenance work is performed in a competent and professional manner
- Demonstrated work-related experience in applying work health and safety principles and practices to ensure a safe environment for staff, contractors and visitors to the site(s)
- Demonstrated ability to work independently and as a team member, to prioritise workload and meet required timelines
- Proven ability to effectively and efficiently carry out verbal and written instructions
- Ability to communicate effectively and courteously with internal and external customers and the general public
- Ability to work unsupervised
- Ability to assist with the procedures in the preparation of burial caskets/funerals

#### Qualifications

- Qualification in Building, Construction and maintenance or equivalent associated industry trade discipline / gained competencies to the position
- Current Drivers Licence – minimum MR class or ability to obtain
- Current Construction Industry Induction card (White Card) or ability
- Current First Aid certificate or ability to obtain
- Working at Heights Certificate or ability to obtain
- Working in Confined Spaces Certificate or ability to obtain
- Certification and/or experience in handling hazardous chemicals in a safe manner (e.g. Chemcert) or ability to obtain

#### Acknowledgement

This position description and associated information is not to be considered as a comprehensive, complete and /or exhaustive list of responsibilities and accountabilities, it is indicative of the position only. The position incumbent must be aware that their role and position are dynamic. Continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected at Norfolk Island Regional Council. People and positions develop over time and this position description is intended to facilitate this, as a living document, where your active involvement is a critical element. It is highlighted that this position is a member of a team. As such the incumbent is expected to learn the roles and duties of others in the team and to help other team members when required, to guarantee quality outcomes.

Date Authorised

January 2019