

## POSITION DESCRIPTION

### CARPENTER/HANDYPERSON

<b>Award Classification</b>	Victorian Local Authorities Award 2001 – Band 4
<b>Directorate</b>	Project Delivery
<b>Reports to</b>	Coordinator – Building Maintenance and Projects
<b>Supervises</b>	NIL
<b>Approved By</b>	Coordinator – Building Maintenance and Projects, March 2025

### OUR GUIDING PRINCIPLES

Strathbogie Shire Council recognises that great organisations are built on shared and demonstrated values. All Council employees are expected to demonstrate commitment and act in accordance with the following guiding principles:

- **Progressive & Responsive** – We are leaders in local government innovation and are responsive to the community.
- **Fair & Consistent** – We are fair and consistent in our thinking, actions and decisions.
- **Open & Honest** – Leaders are open and accessible. Staff are confident to speak their mind. We value honesty.
- **Selfless & Inclusive** – We take a “Shire First” approach and value the participation and opinion of all.

### POSITION OBJECTIVES

- To undertake the construction and maintenance of Council’s Assets in accordance with work orders and specifications.
- To apply trade skills and knowledge to plan, estimate for and carry out maintenance work on Council’s assets including buildings, structures and utilities.

### KEY RESPONSIBILITIES AND DUTIES

- Carry out minor alterations, repairs and refurbishment works on Council’s assets identified in cyclic maintenance programs.
- Where practicable, carry out minor works and repairs of Council’s assets utilising basic knowledge of other trade skills.
- Carry out installation and repair of street, park and roadside furniture as directed.
- Cooperate with other staff and subcontractors to ensure that work is carried out effectively, efficiently and safely.
- Ensure all tools and equipment are properly maintained and operated.
- Assist with any activity needed to achieve Unit program tasks.
- Meet standards set within works instructions and Council’s building maintenance agreement.
- Apply trade skills and knowledge to plan, estimate and carry out maintenance and construction work on Council’s assets including buildings, structures and utilities.
- Provide a highly professional, responsive and customer-oriented approach at all times.
- Participate in workplace inspections and supply information for audits.
- Participate in Workplace Health and Safety training.
- Carry out visual building inspections on a monthly basis and enter data into Council building database in accordance with the Victorian Building Authority guidelines and specifications. Report any issues to Coordinator – Building Maintenance and Projects.
- Carry out essential service inspections on a monthly basis and enter data into Council building database. Report any issues to Coordinator Building Maintenance and Projects.

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### OCCUPATIONAL HEALTH AND SAFETY

- The incumbent must demonstrate a strong commitment to workplace health and safety and effective organisational and public risk management and must take all reasonable care in the performance of their duties to prevent injury to themselves and others.
- The position is responsible for complying with the Council's Occupational Health and Safety management program and relevant legislation by working in a safe and responsible manner taking into consideration other staff members. Responsibility includes correct use of equipment and the identification and reporting of workplace incidents and hazards.

### RISK MANAGEMENT

- Ensure that activities, functions and responsibilities are carried out in accordance with statutory obligations and legal procedures, with minimal exposure to risk and litigation.
- Ensure Council's Risk Management Policy and Procedures are observed and complied with at a personal level.
- Participate actively in the identification and reporting of risks and contribute to implementation of identified controls.
- Perform the position functions and duties in accordance with risk management provisions of the position description or contract.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The freedom to act is limited by standards and procedures encompassed by the nature of the work assigned to the position from time to time. The work generally falls within specific guidelines, but with scope to exercise some discretion in the application of established standards and procedures.
- Accountable to Coordinator – Building Maintenance and Projects for quality, quantity and timeliness of work plans and programs.
- The employee is required to conform to relevant legislation, regulations, policies and procedures and directions from Coordinator – Building Maintenance and Projects.
- Ability to reach the objectives within a time schedule.
- Ability to effectively and efficiently utilise available resources.

### JUDGEMENT AND DECISION MAKING

- The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- Guidance and advice are always available within time to make a choice.
- Ability to make decisions within the daily operation of the position and established standards and procedures.
- Work procedures are well understood and clearly documented, but the work is specialised.
- Ability to understand and follow written and verbal instructions.

### SPECIALIST KNOWLEDGE AND SKILLS

- Broad knowledge of carpentry and joinery.
- Knowledge of bricklaying and concreting.
- Basic knowledge of painting, plastering, welding, plumbing and tiling.
- Ability to set out works off plans and drawings.
- Knowledge of the Workplace Health and Safety practices as it relates to the duties of this position.

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### MANAGEMENT SKILLS

- Ability to manage time and to plan and organise own work load.
- Basic knowledge of personnel practices and an ability to provide employees under their supervision with the on-the- job training and guidance if required.

### INTERPERSONAL SKILLS

- Ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of well-defined activities.
- Skills in written communication to enable the preparation of routine correspondence and reports if required.
- Ability to work cooperatively in a team environment and relate professionally and enthusiastically to a diverse range of people, both externally and internally.
- Ability to act professionally, with honesty, integrity and confidentiality.

### QUALIFICATIONS AND EXPERIENCE

- Trade certificate and relevant building industry experience.

### KEY SELECTION CRITERIA

#### *Essential*

- Trade certificate and relevant building industry experience.
- Excellent communication, interpersonal and customer service skills.
- Ability to manage time and organise own workload.
- Knowledge of the Workplace Health and Safety relevant to the duties of the position.
- Current Victorian Driver's License.

#### *Desirable*

- Experience working in a Local Government environment.

### TERMS AND CONDITIONS OF EMPLOYMENT

The Carpenter/Handyperson position is classified as a Band 4 within the Strathbogie Shire Council Enterprise Agreement 2023. The salary range for this position is within Band 4 plus superannuation in line with legislation and Income Protection per annum commensurate with qualifications and experience. Normal hours are between 7.00am and 4.00pm with a 45 minute lunch break, Monday to Friday. Membership of a superannuation fund is compulsory (default fund is Vision Super). Annual, sick and long service leave accruals will apply in accordance with the Victorian Local Authorities Award 2001 and the Strathbogie Shire Council Enterprise Agreement 2023.

### SIGNATURES

#### EMPLOYEE

Name:

Signed:

Date: