

POSITION DESCRIPTION

CARPENTER

POSITION OVERVIEW

The Carpenter is responsible for layout, installation, repairing, finishing, and maintaining various structures, fixtures, and buildings. Other duties will include designing, cutting, and measuring materials as required for the job.

Employment Location:	Aramac/Muttaburra, Barcaldine, or Alpha/Jericho District; Regional Work and travel as required.
Industrial Instruments:	Queensland Local Government Industry (Stream C) Award – State 2017; Barcaldine Regional Council Certified Agreement 2022.
Classification Level:	Minimum Level BT Trade 3.
Position Status:	Full Time Ongoing; Subject to Council's capacity to Pay, Funding and Employee Performance.
Accountable To:	Directly to the District Manager; Interacts with Chief Executive Officer (CEO), Senior Management, District Managers and Support Staff; Other Stakeholders and Members of the Public; Work is performed under general supervision.
Supervisory Responsibility:	Supervision and direction of other employees may be required.

KEY OUTCOMES AND RESPONSIBILITIES OF POSITION

The Carpenter position will be responsible for (But not limited to):

General tasks:

- Ability to read and interpret blueprints.
- Assisting supervisors with structural design, planning, layout, and installation.
- Document repairs and maintain thorough records.
- Conduct building inspections and identify needed repairs.
- Provide excellent customer service.

Maintenance and machine operating:

- Conduct repair work and installation of doors, windows, drywall, cabinets, stairs, and other fixtures as required.
- Ability to assess the quality of woodwork and materials.
- Ability to operate tools, machines, and other equipment.
- Compliance with local building codes, and health and safety regulations.

Health and Safety:

- Ability to stand for prolonged periods, climb, pull, and lift heavy objects.
- Perform work in accordance with safety best practices.
- Maintain tools and equipment in safe operating condition.

SKILLS, KNOWLEDGE, QUALIFICATIONS AND SELECTION CRITERIA

The appointee will hold relevant Licences, Qualifications and experience related to this Position including:

Essential Skills

- Minimum of 3 years of general carpentry experience and completion of an apprenticeship, or an equivalent combination of education, training, and experience.
- The Appointee must hold a current QLD Class "C" Drivers Licence.
- The Appointee must hold a current lawful Queensland Construction Safety Induction Card (White/Blue Card) or equivalent.
- Good communication skills.
- Physically fit with good hand-eye coordination.
- Extensive knowledge of power tools, including skill saw, mitre saw and jigsaw.

Desirable Skills

- Forklift certification preferred.
- Asbestos awareness training preferred.

PHYSICAL REQUIREMENTS

Physical Demand Category

- ☐ Sedentary Work
- ☐ Light Duty – Occasional lifting/ carrying of objects weighing up to 5kgs
- ☐ Medium work – Occasional lifting/ carrying of objects weighing up to 10kgs
- ☒ Heavy work – Occasional lifting/ carrying of objects weighing up to 20kgs

Audio Visual Demands

- ☒ Peripheral Vision
- ☒ Hearing
- ☐ Depth Perception
- ☐ Colour Discrimination

Specific Actions Required

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input type="checkbox"/> 1-4 Hours	<input type="checkbox"/> 1-4 Hours	<input checked="" type="checkbox"/> 1-4 Hours
<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours	<input type="checkbox"/> 4-6 Hours
<input checked="" type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours	<input type="checkbox"/> 6-8 Hours

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This job will require the following:

Action	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Simple Grasping | <input checked="" type="checkbox"/> Fine Manipulation | <input checked="" type="checkbox"/> Pushing and Pulling |
| <input checked="" type="checkbox"/> Finger Dexterity | <input checked="" type="checkbox"/> Foot Movement | |

ACKNOWLEDGEMENT

This position description is subject to change from time to time as Council's operational needs change and/or the organisation may be developed or restructured. Any such change shall be the subject of consultation with the position incumbent and others as may be deemed necessary or desirable. Further, it has been designed to indicate the general nature and level of work performed by employees within this classification and is not to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Chief Executive Officer
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	