

POSITION DESCRIPTION		
Position Title: Carpenter and Joiner	Classification: Band 2 Level 1 Grade 10	Position Number: BHCC-TDS-03
Group/Area: Infrastructure Operations	Reports to: Trades Coordinator	Hours per week: 38
Our Organisation: Vision: Broken Hill is a vibrant, prosperous and culturally rich Heritage City shared with visitors from around the world. Mission: Council provides responsive community leadership to enhance community living and facilitate a prosperous economy Our Values: Accountability, Pride, Perseverance, Courage & Honesty, Teamwork		
Position Purpose: The Carpenter/Joiner's main responsibilities are to ensure that the carpentry services of Council buildings and public facilities are maintained to a high standard and to provide support in asset and project planning when and if required. All works undertaken are to be completed safely in accordance with the legislative requirements of the Workplace Health and Safety Act and the associated Regulations.		
Special Requirements: <ul style="list-style-type: none"> Some out of hours work may be required. 		
Key Stakeholders: <ul style="list-style-type: none"> Director Infrastructure & Environment Manager Infrastructure Operations Projects Engineer Waste Management Coordinator Roads Coordinator Coordinator Parks & Open Spaces Asset Management Employees Other Council departments Employees 		
Reporting Lines: <ul style="list-style-type: none"> This position reports to the Trades Coordinator The position does not have any direct reports 		

Accountabilities

You will use your professional skills and experience to fulfil the following key responsibilities:

Duties including but not limited to:

- Carry out building maintenance/repairs on all Council properties
- Carry out scheduled, unscheduled and emergency building works
- Timber framing
- Minor painting works
- Tiling and paving works
- Form work for concrete works and concrete finishing
- Complete risk assessments before commencement of all jobs
- Teach and mentor apprentices as required
- Provide on job work instruction and supervision as required for labourers, apprentices or work experience students
- Provide guidance relating to carpentry matters
- Implement appropriate Traffic Control Plans
- Maintain work vehicles in a clean condition and perform start up checks on a daily basis
- Assist in asset planning and inspections and Office and Project Management procedures within the Infrastructure group
- Undertake other duties within employee's skills, competency and training as required

You will contribute to a customer focused approach to service delivery by:

(N.B. Customers include both internal and external customers, including but not limited to ratepayers, residents, co-workers, councillors, external agencies, suppliers etc.)

- Understanding the overarching outcomes provided by Council through service delivery and infrastructure provision to the quality of life for residents and visitors to our city and having an ability to promote these outcomes
- Listening to customers and understanding that customer experiences are multi-faceted and consideration is given to customer viewpoint and sensitivities surrounding particular decisions and interactions
- Recognise that customers perceptions are their reality. Create processes to catalogue your customers reactions and act on this intelligence by aligning your operational practices wherever possible to positively impact on your customers perception
- Ensure that value is delivered to customers through a commitment to mutual cooperation among employees from different functions and departments
- Responding to and resolve Customer Requests and enquires in a timely and customer focused manner
- Ensuring that communication with customers is open, timely and transparent
- Being recognised for having a professional attitude towards customer
- Having an ability to manage difficult situations and conflicts – calmly and professionally

You will contribute to an effective organisation by:

- Monitoring the external environment to identify potential risks, threats and opportunities related to your department, and ensuring these are considered in decision-making
- Support business excellence and continuous improvement practices

You will assist Council in achieving a financially sustainable future by:

- Ensuring a whole-of-Council approach to resource usage and allocation
- Maintaining a 'value for money' attitude, through the efficient and effective use of

resources

- Assess and monitor work performance on a daily basis and report any downtime issues to the Trades Coordinator
- Initiating and implementing without delay efficiency strategies for your area of responsibility

You will adopt a teamwork approach by:

- Performing an active role within the team to achieve the objectives of that function
- Engage in regular communication and co-operation with fellow team members
- Understanding that all staff at Council are one team working towards a shared purpose, and applying a 'whole of organisation' approach to every aspect of your work
- Embracing and promoting the values of the organisation
- Setting an example for other employees regardless of reporting lines
- Committing to self-awareness and improving professional effectiveness
- Understanding corporate risks that apply to your activities

You will assist Council to meet Records Information Management:

- Understand and implement compliant records management in line with the State Records Act and BHCC Record Management Policy.

You will ensure a safe and equitable workplace environment by:

- Acting in accordance with the NSW WHS Act 2011, WHS regulations and Council's WHS Framework.
- Implementing, monitoring and complying with Council's WHS Framework, including, but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated tools in the work area.
- Adequately familiarising yourself with your WHS responsibilities and actively fulfilling these.
- Ensuring Council's equal opportunity employment practices reflect the highest standards of ethics, and EEO plans are developed and implemented accordingly.

Other duties

The responsibilities and tasks listed in this position description are indicative only; Broken Hill City Council may direct the employee to carry out such duties that are within the limits of the employee's skill, competence and training.

Employees shall have reasonable and equitable access to education and training to enable them to acquire the range of skills they required for positions.

Selection Criteria

Essential

- TAFE Certificate of Trade or equivalent
- Recent relevant work experience
- Acquire and maintain relevant competencies/ skills/ training to ensure work is conducted efficiently and in a safe manner (e.g. WorkCover WHS General Induction Card, Working under Overhead Powerlines, Traffic Control, Confined Spaces, Working at Heights etc)

- Class C Drivers Licence
- Demonstrated competency in written and oral communication skills
- Ability to draft or interpret designs and drawings
- Ability to learn and interpret policies, procedures and standards as they relate to completion of work
- Demonstrated commitment to a customer service culture and delivery of quality service
- First Aid Certificate

Desirable

- High level of competency in the use of Microsoft Office applications including Outlook, Excel, etc
- Roof Safety Harness (Fall Arrest Systems) Training/Accreditation
- Understanding of the Australian Business Excellence philosophy and commitment to continuous improvement

Acceptance of Position Description

Approved: General Manager

Signature:



Date: 28/06/2022

I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.

Accepted: Employee Name

Signature:

Date: