



## CITY OF ALBANY POSITION DESCRIPTION QUALIFIED TRADESPERSON CARPENTER

### 1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance. We will commit to a culture of continuous improvement.
- **Accountable:** for our actions - This means we will be transparent in our decision making. We will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

### 2. POSITION IDENTIFICATION

<b>TITLE:</b> Qualified Tradesperson - Carpenter	<pre>graph TD; A[Trades Supervisor] --&gt; B[Leading Hand - Trades]; B --&gt; C[Qualified Tradesperson - Carpenter];</pre>
<b>LEVEL:</b> Level 9, City of Albany Industrial Agreement 2023	
<b>DIRECTORATE:</b> Infrastructure, Development and Environment	
<b>REPORTS TO:</b> Leading Hand - Trades <b>RESPONSIBLE FOR:</b> Nil	

### 3. POSITION OBJECTIVE

Responsible for carrying out efficient building maintenance and minor construction works to present the Council's building, properties and bridges in a safe and functional condition.

#### **4. KEY RESPONSIBILITIES**

- Maintain City of Albany owned or managed buildings, properties and bridges as directed to the specified standard.
- Conduct scheduled inspections and routine maintenance as required on a daily basis.
- Perform other duties as directed by Trades Supervisor/Leading Hand including the reinstatement of the work site.
- Perform all tasks/duties in a safe manner.
- Assist with the implementation of best practice and continuous improvement in the Trades Team.

#### **Workplace Health and Safety**

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

#### **5. REQUIREMENTS OF THE JOB**

##### **Skills**

- A positive attitude and good work ethic.
- Build productive relationships with internal and external stakeholders.
- Communicate effectively (verbal and in writing).
- Use time effectively and meet agreed deadlines.
- Sound computer skills, including the use of Microsoft Office (Word, Excel and Outlook).
- Use sound judgement in identifying, analysing and rectifying problems or risks.
- Contribute to high quality outcomes through regular spot checks and inspections.

##### **Knowledge**

- A thorough knowledge of carpentry procedures and techniques.
- Knowledge of plant and equipment relevant to trades and building operations.
- Demonstrate a comprehensive understanding of WHS issues relevant to the position.

##### **Experience and Qualifications**

- Previous experience in relation to building restoration (desirable).
- Extensive experience in maintenance procedures and techniques.
- 'C' Class Driver's Licence
- National Police Clearance
- Trade Qualified Carpenter
- HR Class Driver's Licence (desirable).

**6. CERTIFICATION**

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Please print)*

DATE: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
*(Manager or above) (Please print)*

DATE: \_\_\_\_\_