



Position Description – Property Maintenance Carpenter

Division	City Operations
Portfolio	City Maintenance
Business Unit	Civil and Property Maintenance
Level	ME7
Reports To	Workgroup Leader - Property Maintenance and Signs
Prescribed Position	No

Position Objective

Work as a member of the Property Maintenance Team to provide quality reactive and programmed carpentry, and maintenance work and to assist with administrative tasks when required by the Workgroup Leader - Property Maintenance and Signs.

Key Responsibilities

- The prime function of the position is to act as tradesperson for carpentry, painting and maintenance work as defined in the AWU Local Government (SA) Award at this level.
- To ensure that the appropriate trade standards are maintained and work is completed within required timeframes in the area of carpentry and associated matters.
- Assist with other project work as required ensuring that Business Unit objectives are achieved.
- To ensure proper care, operation and maintenance of plant and equipment used.
- To be responsible to the Workgroup Leader for accurate manual and digital based records including:
 - daily recording of time sheets and plant use sheets;
 - daily recording of information in diaries i.e., work locations activities engaged, usage of safety signage staff details, appointments and meetings.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day-to-day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.

- Promote and maintain a child safe environment and take action as per Council's Children and Vulnerable Persons Policy.

Selection Criteria

Skills

- Carpentry, painting, and general maintenance skills.
- Literacy and numeracy to match record keeping responsibilities.
- Ability to read and interpret plans.
- Ability to work at heights.
- Ability to work unsupervised and demonstrate initiative and self-motivation.
- Ability to work in a team environment
- Ability to effectively communicate and relate to a wide range of people (customers, contractors and suppliers)
- Basic computing skills including knowledge of the Windows Explorer and Internet Explorer environments are required.
- Working knowledge of the Microsoft Office suite of desktop applications, in particular Outlook, Word and Excel.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management systems and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and the Organisation.
- Demonstrated behaviour consistent with the corporate values.

Knowledge

- Knowledge of responsibilities in creating and maintaining Child Safe environments.
- Knowledge of the Work Health & Safety legislation, policies and procedures related to the work being undertaken in order to ensure own safety and that of others in the workplace.
- Knowledge of carpentry and maintenance techniques.
- Basic knowledge of costing of timber and associated parts.
- Basic knowledge of job programming.
- Knowledge of other trades involved in property maintenance.

Experience

- Proven experience in carpentry, painting and maintenance works.
- Experience with the operation of machinery and equipment to be used.
- Demonstrated experience in carpentry.
- Experience in delivering customer service.

Qualifications & Requirements

- | | |
|---|-----------|
| • A tertiary qualification in Carpentry or equivalent trade certificate | Essential |
| • Advanced trade training | Desirable |
| • Car Licence | Essential |
| • LR Truck Licence | Essential |