

# POSITION DESCRIPTION



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## POSITION

**Position Title:** Apprentice Carpenter

**Business Unit:** Infrastructure      **Classification/Grade:**

**Position No:** MC 901      **Reports to:** Building Maintenance Supervisor

**Location:** Jerilderie      **Positions reporting directly to this position:** Nil

### Primary Purpose of the Position

An **Apprentice Carpenter** under the supervision of the building maintenance supervisor will assist in the repair, construction and maintenance of council buildings and other infrastructure assets. There is also a responsibility to undertake on and off site training to ensure proficiency and to achieve qualifications as a Carpenter.

### Roles & Responsibilities

The **Apprentice Carpenter** is directly responsible for the following roles and responsibilities:

- Under the supervision undertake building and infrastructure repairs, maintenance and construction as directed.
- Contribute to the security of workshop area and surrounds.
- Conduct vehicle/ plant pre-start checks.
- Attend and actively participate in TAFE training, ensure all required modules are completed on time and to the required standards.
- Proactive participation in all aspects of training to ensure trade qualification at the end of apprenticeship.
- Undertake labouring duties when required
- Perform risk assessments in accordance with WH&S policies and procedures.
- Maintain and use Personal Protective Equipment (PPE) in accordance with Council and legislative guidelines.
- Attend and participate in toolbox meetings.
- Complete appropriate Council documents – time sheets etc.
- Other duties within skills, competencies and classification of role as directed by the Building and Maintenance Supervisor.

### Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders both internal and external relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values of Trust, Honesty, Teamwork and Respect.

- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- Comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable comply with Council delegation levels.
- Conduct all duties in accordance with Council's Code of conduct, plans policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

**Authority and accountability:**

- Completion of basic tasks with work closely monitored by the team leader or supervisor.

**Judgement and problem solving:**

- Judgement is limited and coordinated by other workers.

**Specialist knowledge and skills:**

- Specialist knowledge and skills are obtained through on-the-job training and employer-based induction training. Off-the-job training may lead to trade, technical or professional qualifications.

**Management skills:** Not required.

**Interpersonal skills:**

- Limited to communications with other staff and possibly, with the public.

**Qualifications and experience:**

- Progression to trade qualifications
- Class C drivers licence (age permitting)

**Authorisation:**

<b>Prepared By:</b>	GM/HR	<b>Date Issued:</b>	August 2024
<b>Current Incumbent</b>		<b>Date Commenced:</b>	
<b>Manager:</b>			
<b>Reviewed By:</b>		<b>Date:</b>	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.