



POSITION DESCRIPTION

Trades Assistant

Position	Trades Assistant
Classification Level	Level 1
Location	Wadeye
Reports to	Carpenter

ORGANISATION

Located within the Top End of the Northern Territory, the West Daly Regional Council (Council) covers 14,000 square kilometres and has a population of more than 3700 residents throughout the communities of Wadeye, Nganmariyanga and Peppimenarti as well as the surrounding 33 homelands, 11 of which are serviced by Council. Wadeye is the largest remote community and the fifth largest town in the Northern Territory.

A young and vibrant Regional Council, our vision is to deliver quality services and support development opportunities, including local jobs for local people, along with implementing a range of strategies that will help shape a prosperous and sustainable future for the region.

The council's long-term goals are to:

- Provide good governance, leadership and advocacy
- Provide local employment and strong regional economy
- Provide high quality services within financial resources available
- Maintain and develop council's assets, natural resources and country
- Ensure Strong, safe and healthy communities that respect culture, heritage and change

ATTRIBUTES

Service Work performed is of the highest quality, innovative and solutions focused.

Ethical Applies the highest standards of integrity and ethical conduct.

Attitude Demonstrates a positive approach, appropriate behaviors and teamwork.

Discretion Makes appropriate decisions, sound judgements and communicates effectively.

Safe Work practices performed apply and promote Work Health Safety standards.



POSITION Aboriginal and Torres Strait Islander identified position

This position will provide assistance to and work with the Council’s Carpenter to carry out a range of works associated with the maintenance, repair and improvement of Council’s building and infrastructure assets within the West Daly Region. This work will extend to the communities of Peppimenarti, Palumpa and Wadeye, along with all funded Homelands.

ROLE RELATIONSHIPS

Internal	External
Carpenter	Community Organisation Representatives
Community Services Managers (all regions)	Government Representatives
All Council Staff	Community Members
Trades Assistant	Consultants and Contractors
	Council Suppliers

DUTIES

Primary Tasks

- As directed and working with the Carpenter, undertake internal and external repairs and renovations to all Council owned buildings including but not limited to:
 - Basic carpentry;
 - Tiling;
 - Plastering;
 - Painting;
 - Basic plumbing;
 - General repairs; and
 - Fencing.
- Ensure plant and equipment (tools or trade) are clean, well maintained and safely stored.
- Assist the Carpenter to ensure engagement, supervision and mentoring of Indigenous trainees to undertake and assist with repairs and maintenance to Council owned buildings.
- Ensure supplies are well maintained and conduct regular stocktakes to report to the Carpenter on stock supply levels.
- Adhere to and work under the general supervision of the Carpenter and/or Community Services Manager(s) as and when required.
- Work in a disciplined and methodical manner so as to ensure efficient and effective work practices that ultimate meet necessary and/or agreed timeframes.
- Work in a safe manner at all times, undertake risk assessments, identify and control hazards.
- Other duties commensurate with skills and experience, as directed.



RESPONSIBILITY/ACCOUNTABILITY

Teamwork

- Develop a team approach to problem solving and encourage innovative practice.
- Provide effective communications that foster positive relationships at all levels across the community, external stakeholders and Council personnel.
- Support a collaborative culture with internal and external stakeholders and motivate team members by inculcating a dynamic working environment that nurtures innovation.

Work Health & Safety

- Within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.
- Contribute to organisational continuous quality improvement and internal reporting.
- Take reasonable care to protect the health and safety of staff and others.
- Actively participate in safety improvement activities.

General

- Comply with the Council 'Code of Conduct' and all other policies and procedures adopted by Council as varied from time to time.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Other duties, consistent with skills and experience, as directed by the Carpenter (Wadeye).

SELECTION CRITERIA

Essential Qualifications & Experience

- Previous experience in a similar role (desirable).
- Experience with Microsoft Word and Excel.
- Current National Criminal History Check.
- Current Northern Territory Drivers Licence.
- Working with Children (OCHRE) Card.
- Construction Induction (White Card).
- Working at Heights Ticket (or willingness to obtain).
- Working in Confined Spaces Certificate (or willingness to obtain).



Knowledge, Skills & Abilities

- Ability to learn on the job and acquire the skills necessary to carry out the role of Trades Assistant.
- Self-motivated and shows initiative, take pride in own outputs.
- Understanding or ability to acquire the principles of operating in a safe manner.
- Basic Learning, Literature & Numeracy skills.
- Willingness to complete additional training together with learning skills on the job.
- Ability to work under general supervision.
- A team player.
- Good communication and interpersonal skills together with a friendly disposition.
- Ability to work with a culturally diverse range of people.

APPROVAL

Matthew Eastham

Matthew Eastham
Chief Executive Officer

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