



## POSITION DESCRIPTION

# Carpenter

<b>Position</b>	Carpenter
<b>Classification Level</b>	Permanent, Full Time - Level 7 – Level 8
<b>Location</b>	Wadeye
<b>Reports to</b>	Regional Services Manager

## 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, Nganmarriyanga and Peppimenarti as well as the surrounding 33 homelands, a number 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

This position will carry out a range of works to maintain, repair and improve Council's building and infrastructure assets within the West Daly Region, including the communities of Peppimenarti, Palumpa and Wadeye, along with all funded Homelands.

## ROLE RELATIONSHIPS

### Direct Reports

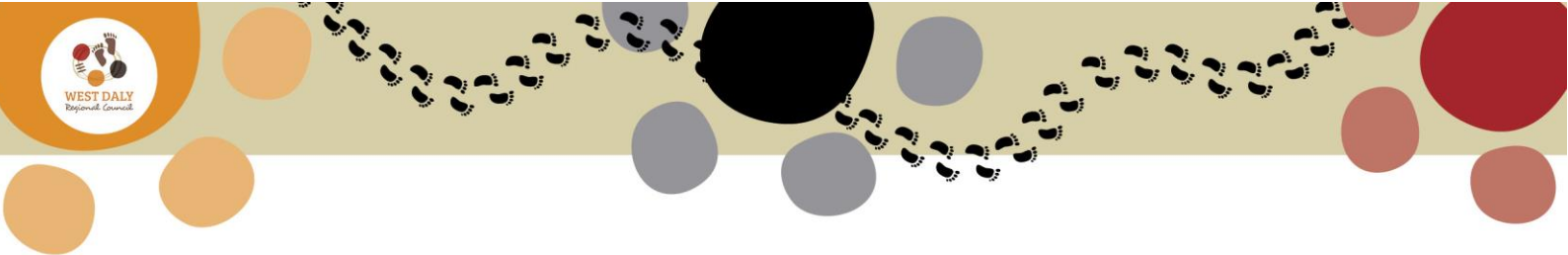
Trades Assistant

Internal	External
Community Services Manager (Wadeye)	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

- Monitor and manage performance of Trades Assistant.
- Assign tasks and ensure effective workload management of Trades Assistant.
- Undertake internal and external repairs and renovations to all Council owned buildings including but not limited to:
  - Carpentry;
  - Tiling;
  - Plastering;
  - Painting;
  - Basic plumbing;
  - General repairs; and
  - Fencing.
- Stock control.
- Provide feedback and advice on improvements required for all Council owned buildings.
- Ensure plant and equipment (tools or trade) are well maintained and safely stored.
- Engagement, supervision and mentoring of Indigenous trainees to undertake and assist with repairs and maintenance to Council owned buildings.
- Provide estimates for budgeting purposes for all works including repairs, maintenance and renovations.
- Compliance with relevant legislation and building codes for all works undertaken.
- Ability to source materials within budget and deliver outcomes within scheduled timeframes (giving consideration to seasonal and other constraints and circumstances).
- Working knowledge of work, health and safety legislation, with the ability to undertake risk assessments, identify and control hazards, and ability to meet WHS reporting requirements.



- Prepare monthly reports to Council.
- Other duties commensurate with skills and experience, as directed

## RESPONSIBILITY/ACCOUNTABILITY

### Teamwork

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- 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

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- 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

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- 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 Community Services Manager (Wadeye).

## SELECTION CRITERIA

### Essential Qualifications & Experience

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- Trade qualification in carpentry, joinery (or equivalent relevant building trade) and/or relevant work-related experience.
- Previous experience in a similar role.
- Experience with Microsoft Word and Excel.
- Experience writing summary of works reports.
- MIG welding experience.
- Concreting experience.
- Previous experience supervising staff or a small team (desirable).
- 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).
- Vaccinated against Covid-19 (as per NT Chief Health Officer's Direction)

### Knowledge, Skills & Abilities

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- Ability to coach and mentor a Trades Assistant.
- Ability to interpret plans and diagrams.
- Self-motivated and shows initiative, take pride in own outputs.
- Sound knowledge of the principles of Workplace Health & Safety.
- Knowledge of basic financial principles.
- Ability to utilise a range of other computer programs to produce reports and correspondence.
- Ability to work with limited supervision and direction.
- Knowledge of and ability to keep abreast of relevant legislation and building codes.
- The ability to work independently.
- The ability to work within strict time frames to ensure projects are done on time.
- Personal integrity.
- 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 ASM  
Chief Executive Officer

Dated: May 2021

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Created	May 2021
Version	1.0