

Northern Peninsula Area Regional Council

POSITION DESCRIPTION

Position number	TBA	Date of last review	August 2023
Position Title	Carpenter Supervisor		
Award	<i>Queensland Local Government Industry (Stream C) Award – State 2017</i>		
Classification	Band 2 Level 4 – Band 3 Level 1 (Dependant on skills; Quals and Experience)		
Division	Operations		
Location	NPA Region		
Employment Type	Permanent Fulltime		
Hours of Duty	38 hours per week		
Supervisor	Building Manager		
Direct Reports	Seven (7) staff made up of: Carpenters, Handyman, Trades Assistants and Apprentices		

ORGANISATIONAL ENVIRONMENT

Our Vision - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

Our Mission - How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.

Our Values - What do we believe in?

1. Community Focused
2. Respect and support for environment, culture and our people
3. Transparency and accountability
4. Working with Stakeholders to plan and actively share responsibility for improving sustainable service provision for community
5. Providing a safe and healthy working environment

CONDITIONS OF EMPLOYMENT

The conditions of employment for this position are in accordance with the *Northern Peninsula Area Regional Council Certified Agreement 2019*, the *Queensland Local Government Industry (Stream B) Award – State 2017*, Council's policies and procedures, Council's Code of Conduct and other legislative requirements.

WORK HEALTH AND SAFETY RESPONSIBILITIES

The employee shall comply, so far as is practicable, with:

- the *Work Health and Safety Act 2011* and associated Regulations and Codes of Practice
- Council's Workplace Health and Safety Policies and Procedures
- instructions given by their Manager in respect of the Health and Safety of themselves and the Health and Safety of other persons

The employee is responsible for ensuring Council's WH&S Systems are implemented within their area of responsibility.

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PRIMARY OBJECTIVE OF POSITION

The primary purpose of the position is to supervise and display leadership within the carpentry team and coordinate delivery of building, maintenance and construction activities in order to maximise project profitability and ensure Council satisfaction.

The position supervises various field staff, along with the daily project planning and delivery activities in order meet quality and value-for-money expectations in a professional, safe and efficient Manner and in accordance with Councils Operational Plan and Budget.

KEY ACCOUNTABILITIES

Duties and responsibilities include but are not limited to:

1. Managing and co-ordinating the physical carpentry team on daily jobs, projects, in a large or complex depot or a number of medium sized site(s)
2. Proactively manage the work performance and personal conduct of your staff
3. Show strong example of leadership toward staff
4. Organise tool box meetings and action plans from tool box meetings
5. Ensure quality and cost effective carpentry and building construction is delivered on behalf of Council
6. Conducting site scoping of works, preparing accurate material lists and timely estimates to meet construction/maintenance programs.
7. Assisting in the planning and delivery of projects through the efficient supervision of field staff and subcontractors and through the application of legislation, regulations, practices and policies related to the building construction, maintenance and engineering industries.
8. Providing a level of supervisory services and contract administration in respect to the delivery of construction, maintenance and upgrade work undertaken by Council.
9. Provide Fortnightly reports detailing carpentry work undertaken and staffing
10. Ensure a healthy and safe work environment is maintained on worksites, ensuring compliance with current human resource practices and principles.
11. Undertaking Workplace Health and Safety audits of jobs to ensure compliance with Council's Safety Management System and associated Key Performance Indicators.
12. Participate as a member of Council's multi-skilled workforce and undertake other duties including labouring as required by operational activities or as directed by the Building Manager.

SELECTION CRITERIA

Essential

- Hold a Trade qualifications in Carpentry or related trade
- Current Queensland 'C' Class manual Driver's Licence
- Current General Construction Induction Card



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Desirable

- Other relevant trade qualifications
- Plant operator certificates of competency
- Confined Spaces Entry certificate.
- Working at Heights Certificate

We agree that this Position Description accurately reflects the role.

Employee Name: _____ Signature: _____ Date: _____
(Print)

Manager Name: _____ Signature: _____ Date: _____
(Print)

Exec. Manager Name: _____ Signature: _____ Date: _____
(Print)