**POSITION DETAILS**

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| **POSITION TITLE** | **Building Tradesperson** |
| **DEPARTMENT** | Engineering Services |
| **POSITION STATUS** | Permanent Full-time |
| **AWARD** | Queensland Local Government Industry (Stream C) Award – State 2017 |
| **CLASSIFICATION** | BT1 |
| **REPORTS TO** | Structures and Concrete Supervisor |
| **DELEGATIONS** | As per Council’s Delegation of Authority register |

**QUILPIE SHIRE COUNCIL VALUES**

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other. Our values are **Respect; Communication; Fun and Humour; Pride; Trust** and **Teamwork**.

**POSITION OBJECTIVE / OVERVIEW**

To undertake construction, maintenance and inspection of Council owned buildings and facilities, and to provide quality service and advice on building and facilities to Council’s customers.

**KEY ACCOUNTABILITIES / DUTIES**

1. Undertake construction and maintenance tasks and repairs as directed by the Structures and Concrete Supervisor;
2. Provide work progress reports to the Structures and Concrete Supervisor;
3. Manage Council’s electrical goods test and tag program;
4. Assist with the preparation of building specifications and provide estimates for building projects;
5. Assist Officers in the inspection and programming of Council buildings maintenance;
6. Respond promptly and professionally to work requests; and
7. Any other duties and responsibilities as requested by the Structures and Concrete Supervisor or Director of Engineering Services within the skill set of the incumbent.

**QUALIFICATIONS, KNOWLEDGE, SKILLS and EXPERIENCE**

**Essential**

* Possession of a Building Trade certificate or similar;
* Current General Construction Induction Card;
* Current Queensland ‘C’ Class Driver’s Licence;
* Test and Tag licence; and
* Sound communication skills.

**Desirable**

* Knowledge of relevant legislation and government policies relating to asbestos management.

**WORK ENVIRONMENT and PHYSICAL DEMANDS**

Work duties are primarily performed in an outdoors environment and regularly exposed to changing weather conditions. Accordingly, the position requires the capability to work outdoors particularly in the hot and humid local climate. The position also requires the physical capability to perform manual labouring tasks that require the full range of human movement such as climbing, shoveling, lifting, bending, twisting, pushing, squatting, reaching and stretching.

The Building Tradesperson is required to supply their own tooling and will be paid a tool allowance in accordance with the Queensland Local Government Industry (Stream C) Award – State 2017.

**ORGANISATIONAL ACCOUNTABILITIES**

In addition to the key duties and responsibilities, the position incumbent is responsible and accountable for adhering to Council’s Employee Code of Conduct, all Council policies and procedures, legislative requirements and supporting Council’s overall Corporate Plan and objectives including our commitment to Workplace Health and Safety.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

While this position description covers the key areas of responsibilities, day to day tasks and responsibilities may vary and be in addition to those listed above (reasonably within the limits of the employee’s skills, competence and training).

**ACKNOWLEDGEMENT**

I hereby agree to abide by all Council’s corporate requirements including policies and procedures and acknowledge that this position description outlines the overall responsibilities and duties that are to be carried out as part of this role of which I agree to perform to the best of my ability.

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| **Signature of Employee** |  |
| **Print Name** |  |
| **Date** | **/      /** |