



POSITION DESCRIPTION

POSITION:	Trades Assistant
STATUS:	Casual
HOURS PER WEEK:	Up to 38 hours per week
CONDITION OF EMPLOYMENT:	Condition of employment will be based on qualifications and experience and will be aligned to the relevant section in accordance with the Queensland Local Government Industry (Stream C) Award – State 2017.
REMUNERATION:	<i>In accordance with the Award - Classification – Building worker level 1 (a): Casual loading Plus allowances as per Award</i>
DEPARTMENT:	Works & Infrastructure
LOCATION:	Works Department Workshop Street Yarrabah
RESPONSIBLE TO:	Project Manager – New Construction
DIRECT REPORTS:	Nil

OBJECTIVE:

To provide assistance to the Carpenters who work in the New Construction team. This position will primarily work on the new housing construction project and report to the Project Manager and Carpenters on a day to day basis.

MAIN DUTIES:

- To undertake manual handling/ labouring duties as directed by supervisor.
- Undertake a variety of tasks which include using hand tools such as shovels, crowbars, brooms, rakes and hammers.
- Assist the building construction team as required
- Contribute to the development of safe working procedures and practices
- Ensure all work is performed in accordance with requirements of the WH&S Policy and Procedures.
- Actively participate in and promote a cooperative team based approach to create a safe, fulfilling, equitable, harmonious and productive workplace.
- Carry out other duties that are within the limits of the employee's skills, competence and ability as required by Yarrabah Aboriginal Shire Council.

WORKPLACE HEALTH & SAFETY:

As Council employees we are all committed to zero harm in the way we conduct our business and Council activities.

- Take reasonable care for your own health and safety.

- Take reasonable care that you do not adversely affect the health and safety of other persons.
- Follow Yarrabah Aboriginal Shire Council's WHS policy, procedures and rules, and follow safe work practices.

SELECTION CRITERIA:

Essential

- Fit and able to perform manual handling tasks
- Blue Card – Construction Induction card.
- Good communication skills and ability to work as part of a team.
- Demonstrated ability to deal courtesy and competently with internal and external customers.
- A good understanding and demonstrated commitment to WH&S obligations.

KEY PERFORMANCE INDICATORS for this role:

KEY PERFORMANCE INDICATORS	MEASURE
Be punctual and adhere to break times	Be ready to start work at 7.30am 2 x 10 minute breaks plus 45 minutes for lunch
Ensure attendance at Tool Box talks	Pass on evidence of these to the WHSO

Note:

Any discrepancies or anomalies must be reported to your immediate supervisor. Your performance will be assessed accordingly to this position description. Any disciplinary action undertaken will be the result of a breach of either the items listed or against one of the following: the Council's code of conduct, operational policies, procedures and or other legislative requirements.

Hours of Operation	Monday to Thursday 7.30 am – 12.00 pm Friday 7.30 am – 12.00 pm	12.45 pm – 4.45 pm 12.45 pm – 2.45 pm
Ordinary hours of work is 76 hours per fortnight		
Next Review date	November 2018	
Responsible Officer	Human Resources Risk & Regulations Manager Executive Manager Works & Infrastructure	
Reviewed By		
Executive Manager Works & Infrastructure:		
Name.....Signature.....Date / /		
Human Resources Risk & Regulation Manager:		
Name.....Signature.....Date / /		
Chief Executive Officer:		
Name.....Signature.....Date / /		