



**Position Description
(Including selection criteria)
July 2022**

Handyman/Trades Assistant

Shire of McKinlay

PO Box 177 Julia Creek 4823

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INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.

McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at South 32 Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, person growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 60 with an annual budget of \$18m.

Position Description

Handyman/Trades Assistant

Title:	Handyman/Trades Assistant
Department:	Engineering Environment and Regulatory Services
Salary:	Queensland Local Government Industry (Stream C) Award – State 2017 – Division 2 – Section 1 (Building Trades Services) \$863.56 – \$1005.53 per week dependent on qualifications/experience
Reports to:	Team Leader Environmental & Regulatory Services

Position Objectives

a) Objectives of Position

To carry out proactive/preventative and reactive maintenance and associated construction based works on Council's building assets. Assistance in the Water and Sewerage, Parks and Works Department may also be required from time to time.

b) Within Organisation

To contribute to the efficient and productive operation of the local government organisation and to maintain and foster a team spirit amongst those in the working environment.

Organisational Relationship

a) Accountable Supervisor:

- Team Leader Environmental & Regulatory Services

b) Liaises with:

- Environment & Regulatory Services Staff
- Engineering Staff
- Community Services Staff

c) Supervises:

- Contractors and consultants as required.

Duties & Responsibilities

The challenge for the Handyman/Trades Assistant is to deliver a proactive/preventative and reactive maintenance and construction role to ensure the quality of Council's assets remains at an acceptable standard.

- Provision of quality, cost effective maintenance and associated construction works
- Demonstrated knowledge of and the ability to carry out works associated proactive/preventative and reactive maintenance and associated construction-based works on Council assets including but not limited to building assets.

These duties will include:

- General maintenance of council buildings and structures
- Minor construction works
- General "handyman" tasks
- Other duties that are reasonably directed
- Assist Water and Sewerage Officer in maintenance/repairs to water and sewerage infrastructure when required
- Assist Parks and Works Department staff when required
- Maintenance of all hand tools, power tools, and other council equipment.
- Knowledge and understanding of related maintenance, building and associated trades
- Commitment to the principles and philosophy of customer service.

Workplace Health & safety

- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally.
- Report and assist with the investigation of all incidents within the workplace, including minor injuries, near misses and property damage.
- Attend any team meetings or specific training supplied by Council.
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Management Responsibilities: As assigned

Statutory Responsibilities: Nil

Expenditure: As per financial delegation

SELECTION CRITERIA

SC1 Skills:

- Safely and competently operate all associated hand and power tools
- Basic communication and customer service skills
- Ability to prepare basic written reports
- Knowledge of domestic and industrial trade related products
- Good time management skills
- Exercise responsibility for Workplace Health and Safety, Environmental Protection, EEO, Anti-discrimination and privacy obligations
- Ability to work unsupervised.

SC2 Qualifications or Relevant Experience:

- Trade qualification or demonstrated equivalent skill sets in Building/Carpentry.
- Demonstrated ability to coordinate with trades, consultants and contractors in carrying out repair and construction activities.
- Demonstrated experience in providing sound advice and recommendations in the repair and or replacement of building assets.
- 30215 QLD – Course in general safety induction (construction industry)
- Current Queensland "C" class driver's licence
- Plant operating licences would be an advantage

SC3 Knowledge:

- Demonstrated knowledge in construction and maintenance tasks associated with proactive/preventative and reactive maintenance and construction-based activities in a Local Government or similar environment
- Demonstrated ability to work unsupervised and as a team member
- Demonstrated knowledge of Workplace Health & Safety in relation to carrying out building works.