



POSITION DESCRIPTION

| Position Title | Trades Officer | | |
|----------------|---------------------------------|---------------|-----------------|
| Location | Jabiru | Department | Operations |
| Position Level | Level 3 to Level 4 | Work Group | Community Works |
| Position Type | Permanent / Full time | Approval Date | 24 April 2024 |
| Coverage | Local Government Industry Award | Approved By | CEO |

Position Objective

The Trades Officer will deliver safe, efficient and effective hands-on labourer activities to assist Council in the delivery of services to the communities. Activities may include painting, housing maintenance, landscaping and minor plumbing repairs.

Key Duties and Responsibilities

1. Provide high quality service delivery to the community in the following areas:
 - a. Building, Repairs and Maintenance - This includes general maintenance and repairs of Council buildings, as directed by the Council Services Manager or Senior Works Officer. This also includes general maintenance and repairs of Council's staff accommodation, as directed by the Tenancy team via work order. This will include (but is not limited to), painting, minor plumbing repairs, roofing, general house maintenance, landscaping and other repairs as directed.
 - b. Parks and Gardens - Maintain selected staff accommodation gardens. As required, or at the request of the Senior Works Officer, assist the Works crew in maintaining the parks, gardens, ovals, sports facilities and open spaces in the community.
 - c. Waste Management - Assist the Works crew when directed and as required to collect and dispose of household waste, hard rubbish, road side pick-up, pre and post cyclone clean up, animal waste, carcasses and hazardous waste.
 - d. Workshop Mechanical - This includes pre-start checks, cleaning the workshop, maintaining and repairing Council vehicles and heavy machinery using pneumatic equipment and tools, identifying faulty tools and equipment, welding and grinding as required.
2. Ensure that public and personal safety is considered in all works carried out. This includes but is not limited to:
 - a. recognising, identifying and reporting hazards in and around the workplace.
 - b. wearing Council issued hi-visibility clothing at all times.
 - c. wearing appropriate PPE at all times.
 - d. understanding and applying safe operating processes of all plant, machinery and tools used.
3. Accurately complete Council documentation as required. This includes (but is not limited to) timesheets, work orders, adverse conditions and leave forms and pre-start documentation.
4. Sourcing quotes, creating purchase orders, and receipting goods as required.
5. Completing work to Australian and Trade standard.
6. Other Works/Trades Team duties relevant to the needs of the community. This could include collection and delivery of freight, support for the Council office, assistance with community and cultural events and environmental projects.
7. With regard to work health and safety in the workplace:
 - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and
 - b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

The employee is required to undertake any other reasonable duties or tasks as directed by the Operations Department / Community Works Team which are within the employee's skills, competence and training.

Essential Criteria

1. Proven ability to competently operate plant and equipment in a safe manner.
2. Willingness to complete additional training if required (e.g. traffic management, chainsaw operation etc.).
3. Broad range of skills and experience such as in painting, minor plumbing repairs, housing maintenance, landscaping and labouring activities.
4. Understanding of working around asbestos.
5. Commitment to attend work regularly.
6. Ability to prioritise work.
7. Proven ability to work as a member of the Works team.
8. Basic numeracy literacy and communication skills.
9. Qualifications / licences:
 - a. Current NT Driver licence with a L M or HR endorsement

Desirable Criteria

1. Basic computer skills (e.g. Microsoft Outlook, Excel and Word)

Organisational Relationships & Further Information

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|----------------------------------|---|--------------------------|---|
| Reports to | Senior Works Officer | Supervises | None |
| Internal liaising | Other managers Tenancy Team All staff | External liaising | Community organisation representatives Community members and stake holders Consultants and Businesses |
| Span of hours | Days on which ordinary hours can be worked – Monday to Friday Span of ordinary hours – 6 am to 6 pm | | |
| Employment Check / Permit | Criminal History Check is mandatory. Unless relevant to the position, criminal history will not affect employment. Eligibility to hold a Northern Land Council permit to work is an essential requirement of all employees who are not Aboriginal people living within the land trust. While the position will based in Jabiru, ad-hoc service delivery at other West Arnhem sites may be required. | | |
| Travel | Travel to remote communities by light aircraft or 4wd will be required, and stays may be required. | | |

This position description should be read, and applied, in conjunction with other corporate documentation that guides decision-making, action and conduct, including but not limited to: the employment contract and conditions, Code of Conduct, delegation manual, legislation, regulation, policies, procedure, process, standards and plans.