



Woorabinda Aboriginal Shire Council

Position Description

Job Title:	Carpenter/Tradesman
Award:	Queensland Local Government Industry (Stream C) Award - State 2017
Group:	Division 2, Section 1 – Building Trade Services
Classification:	Building Tradesperson – Level 3
Employment Type:	Full Time
Department:	Infrastructure
Reports to:	Operations Manager
Approved:	Kevin Bell, Chief Executive Officer 
Date:	4 th January 2026

POSITION OBJECTIVE

The Carpenter (Tradesman) is responsible for completing carpentry works across construction projects in accordance with the NCC, Australian Standards, WHS legislation, and company policies.

WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)

Our Vision

A community of opportunity

Our Purpose

Woorabinda Aboriginal Shire Council will:

- Provide adequate infrastructure to support the needs of the community
- Facilitate and support the development of employment and business opportunities
- Work with local service providers, State and Federal Government to maximise the effectiveness of its services
- Protect Country and maintain strong cultural identity

Our Values

Respect – We respect and value our country, our culture, our people and our neighbours

Strong Creative Leadership – We welcome the responsibilities given to Council by the State and Commonwealth Governments and we are committed to maximising the Council's role in community advancement.

Fairness – We recognise that all residents must be treated equally with sincerity and honesty while respecting the rights of individuals

Honesty – We value honesty and appreciate its importance in the development of trust

Efficiency – We value efficiency because it allows us to achieve more

POSITION SPECIFIC KEY RESPONSIBILITIES

- Complete tasks allocated via the Q Build portal within required timeframes
- Perform structural and finishing carpentry tasks
- Construct timber frameworks, formwork, and roof structures
- Install fixtures including doors, windows, flooring, and cladding
- Read and interpret construction plans and drawings
- Ensure accuracy, quality, and compliance with specifications
- Identify defects and report or rectify as required
- Maintain safe work practices and PPE usage
- Communicate effectively with supervisors and team members
- Maintain tools and equipment in good working order

SELECTION CRITERIA

- Trade-level carpentry skills
- Strong knowledge of Australian building practices
- Ability to work to deadlines
- Attention to detail and problem-solving skills
- Good verbal communication and teamwork

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;

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- It is a requirement that all Council employees maintain a current manual “C” class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to: Operations Manager – Wade O’Chin

Internal Liaison: Members of the Management Team, Elected Members, and all Woorabinda Aboriginal Shire Council employees.

External Liaison: Members of the community, CQU Trainers, Suppliers and Stakeholders.

MANDATORY REQUIREMENTS

- Possession of a current L or P1 or P2 or C Class Driver's Licence.
 - Police Clearance
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POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.

