



MAJU PULU KITA | ADVANCE OUR ISLANDS

## Position Description

Position	Apprentice Carpenter
Section	Works and Services
Award / Agreement	Local Government Industry Award 2020
Classification (Level)	Level 1
Term of Employment	Fixed for duration of Apprenticeship
Location	Across all jurisdictions in the Shire of Cocos (Keeling) Islands
Reports to	Senior Builder
Number of Direct Reports	Nil

## The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance

General Purpose Funding

Law, Order and Public Safety

Health

Education & Welfare

Housing

Community Amenities

Recreation & Culture

Transport

Economic Services

Other Property & Services

## Vision & Values

### MAJU PULU KITA | ADVANCE OUR ISLANDS

**SERVICE.** Provide the best service we can. We serve the community and each other.

**ACCOUNTABILITY.** We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

**SUPPORT.** We support our team and our community. Look for opportunities to help each other.

**RESPECT.** We respect and value others. Our interactions are always respectful towards others.

**INTEGRITY.** We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

**ACHIEVEMENT.** Being Proactive and enabling the outcomes. Be creative and think outside the square.

### **Position Objective**

- Successfully complete the required competencies of CPC30211 – Certificate III in Carpentry and Joinery
- Contribute positively to the construction and maintenance of building infrastructure and assets within the Shire of Cocos Keeling Islands.
- To work with other crew members in a safe and secure manner that complies with the Occupational Safety and Health Act 1984 and Regulations

### **Primary Responsibilities**

- Demonstrate a commitment to and advancement of the Shire's Purpose and Values (see above)
- Attending vocations training with the Registered Training Organisation (RTO) in way of classroom-based learning in residential blocks.
- Undertaking necessary practical on the job training and record within Training Record Book (theory-based assessments)
- Demonstrate skills learned through competency-based assessments in the time allocated.
- Participating in hands-on learning by assisting tradespeople on scheduled maintenance activities, new construction works and specific tasks which could include, but not limited to, any or all activities below at any given time:
  - Carpentry
  - Bricklaying
  - Tiling
  - Wall Framing
  - Wall Cladding Fixing and Finishing
  - Cabinet Making
  - Concrete formwork, placing and finishing
  - Roofing and Roof Trusses
  - Setting out construction sites
  - Construction site tidiness and security
  - Scaffolding
  - Demolition
  - Maintain/update any necessary computer records/job cards/etc
  - Responsible use of work motor vehicles and/or plant
- Assist Tradesmen with quick response to safety issues and emergency repair works as directed.
- Complete and submit weekly timesheets and applicable leave or travel allowance forms.



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- Operate and undertake preventative maintenance as and when required of small plant and power tools relevant to the construction/building job requirements e.g. bench saws, portable generators, woodworking machinery, chainsaws etc. to ensure good working condition of all Council equipment.
- Participate in special projects and perform any other duties as required.

### Required Knowledge & Skills

### Required Qualifications & Experience

- Current C class drivers' licence

### Organisational Relationships

Reports to	Senior Builder
Supervises	Nil
Internal stakeholders / relationships	Works & Services team
External stakeholders / relationships	Cocos (Keeling) Islands community members

### Accountability and Extent of Authority

- Works under General Supervision
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
  - *Equal Opportunity Act 1984*
  - Delegation Register
  - Code of Conduct (including Confidentiality & Privacy)
  - Customer Service Charter
  - Drug & Alcohol Policy
  - Occupational Safety & Health Policy

### Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.

- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the *Occupational Health and Safety Act 1984* and the *Occupational Safety and Health Regulations 1996* at all times.

### Risk Management

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times



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- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.
- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.

**Variations to Conditions of Employment**

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**Acknowledgement**

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as a fully comprehensive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire's processes, practices, policies and / or organisational structure.
4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name \_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Date \_\_\_\_\_

*Authorised By*  
Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_