

Welcome to the ISAAC REGION



57,508.00 CARPENTER

POSITION DESCRIPTION

Position Title	Carpenter
Directorate	Infrastructure Services
Department	Corporate Properties
Position No.	57, 508.00
Classification	BT1 - Tradesperson - Carpenter
Awards Stream	Queensland Local Government Industry (Stream C) Award - State 2017
Reports To	Team Leader - Trades Services
Last Review Date	February 2026

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Corporate Properties Department ensures an integrated approach to internal services across the organisation. The Corporate Properties Department is responsible for the planned maintenance and renewal of fit for purpose equipment, plant, residential buildings, and administration facilities. The Department is also responsible for the sound delivery of capital projects and strategic asset management for Isaac Regional Council in an efficient and cost-effective manner.

POSITION SUMMARY:

Reporting to the Team Leader - Trades Services, this position is responsible for carrying out maintenance of Council properties across the Isaac Regional Council.

DUTIES:

Position Accountabilities and Performance Objectives

1. Support the operations of Facilities Management in accordance with agreed service levels and standards.
2. Manage requests for services through registering, tracking and monitoring information within a timely and professional manner.
3. Manage internal and external service providers.
4. Provide condition reports and maintenance plans for built structures.
5. Ability to achieve goals and outcomes in project delivery.
6. Excellent Interpersonal, communication and organisational skills are essential.
7. Undertake any other duties as reasonably directed within the limits of the employee's skills, competence and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Good interpersonal, communication and organisational skills.
2. Knowledge and familiarity of QBCC Acts and Regulations.

Experience

1. Demonstrated experience in Local Government is desirable.
2. Experience and knowledge of Microsoft Office suite.

Qualifications

Mandatory – this role requires the possession of:

1. Carpentry Trade Qualification
2. Valid Driver Licence.
3. White Construction Card.

Desirable

1. Relevant QBCC/BSA license.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		