



ENERGISE YOUR CAREER

BE PART OF OUR WORLD



POSITION
DESCRIPTION

POSITION DESCRIPTION



POSITION TITLE	Apprentice Painter/Decorator	CLASSIFICATION	Percentage (%) of Level Classification
DIRECTORATE	Engineering and Infrastructure	AWARD STREAM	Queensland Local Government Industry Award – State 2017 Award Stream C
DEPARTMENT	Corporate Properties & Fleet	REPORTS TO	Painter / Decorator (57,511)
POSITION NO.	57,512	LAST REVIEW DATE	August 2022

A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km² comprising 120 km of Great Barrier Reef coastline and extending over 400 km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. It has 7 service centres operated by Council to service 18 distinct communities. As such the Council is exposed to a range of global consumer and market influences which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is undergoing a cultural leadership program aimed at better focussing and enabling the organisation to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

B. DEPARTMENT SUMMARY:

The Corporate Properties and Fleet Department ensures an integrated approach to internal services across the organisation. The Corporate Properties and Fleet Department is responsible for the planned maintenance and renewal of fit for purpose vehicles, 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.

C. POSITION SUMMARY:

The Apprentice – Painter/Decorator position is responsible for completing studies in Painting and Decorating and assist in the provision of providing assistance in painting and decorating services for Council's various built assets in a safe and efficient manner.

D. DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. In conjunction with study, the Apprentice – Painter/Decorator will be responsible for:
2. Work with team members providing maintenance and repairs to Councils buildings and properties, specifically relating to painting and decorating;
3. Provide support to requests for simple reactive maintenance;

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4. Acquire practical, on-the-job experience and participate in theoretical training to acquire the skills of the trade calling.
5. Work with and provide assistance to tradespersons in the preparation of work, ensuring that the work areas are maintained in a clean and tidy condition.
6. Maintain in good condition, any of Council's equipment used in the provision of painting and decorating services under the control of the employee.
7. Demonstrate a responsible attitude in relation to time keeping, work organisation and quality control in providing an efficient and effective service to Council.
8. Attending and participating in all classes at an approved TAFE college as required in accordance with TAFE policies and regulations.
9. Attending and completing relevant on-the-job training as required.
10. Completing Trade Certificate in Painting and Decorating in partnership with Council's approved Apprenticeship and/or Training provider.
11. Undertaking any other duties as reasonably directed within the limits of the employee's skills, competence and training.

E. KEY COMPETENCIES:

Knowledge and skills

Essential

1. Enthusiasm to learn new skills and be willing to be formally trained in Painting and Decorating;
2. Ability to carry out a physical role
3. Excellent written and verbal communication skills;
4. Ability to work in a team and take direction;
5. Sound level literacy and numeracy skills, applicants may be required to undertake pre-employment literacy and numeracy tests.
6. Demonstrated strong work ethic and reliability.
7. Ability to work in multi-disciplinary teams.
8. An understanding Workplace Health and Safety highly regarded.

Desirable

1. Previous knowledge, experience and awareness in basic painting and decorating work is desirable.
2. Current C Class Australian Drivers Licence.

Qualifications

1. Minimum completion of at least Year 10 school certificate;
2. White Card

F. PHYSICAL DEMAND CATEGORY:

- Sedentary Work
- Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.
- Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.
- Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

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Audio-Visual Demands:

- Depth Perception Colour Discrimination Peripheral Vision Hearing (Avg)

Specific Actions Required:

This job may include:

- | | | |
|---|---|---|
| Standing/Walking | Sitting | Driving |
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional |
| <input checked="" type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs |
| <input type="checkbox"/> 4 - 6 Hrs | <input checked="" type="checkbox"/> 4 - 6 Hrs | <input checked="" type="checkbox"/> 4 - 6 Hrs |
| <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs | <input type="checkbox"/> 6 - 8 Hrs |

Work Environment:

- | | | |
|---------------|-------------------------------------|--------------------------|
| Attribute: | Yes | No |
| Chemicals | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Cold | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dampness | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fumes/Gases | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heat/Humidity | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Heights | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Noise | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Repetitive Motions:

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require:

- | Manoeuvre | Frequent | Occasional | None |
|-----------|--------------------------|-------------------------------------|--------------------------|
| Bending | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):

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/obligation that comes with their powers.

H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:

Workers and Others authorities and responsibilities include the following:

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.

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4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

Equipment Operated

1. Computer, motor vehicle.

I. RESPONSIBILITIES:

Corporate Responsibilities

Code of Conduct

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;
 - a. is in line with the expectations of Council as specified in the Code of Conduct, and
 - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
 - a. Integrity and Impartiality
 - b. Promoting the Public Good
 - c. Commitment to the system of government
 - d. Accountability and transparency

Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

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J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

K. CERTIFICATION:

1. 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		



POSITION DESCRIPTION

Isaac Regional Council

We're delivering in a changing world



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 
We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.
We will continuously improve how we address those needs to help future-proof our region.

TEAMWORK 
We expect respectful relationships in our work together, to achieve.
We cultivate commitment through shared purpose, to create value.

CARING 
We are committed to working safely and caring for the safety and wellbeing of our people and communities.
We believe that people matter.

POSITIVE WORK ETHIC 
We do our best every day to have pride and enjoyment in our work.
We display accountability, transparency, procedural consistency and integrity.
We seek the highest possible practical outcomes in everything we do.
We practice the knowledge that how we do things is just as important as what we do.

At Isaac, the how matters.