



# ENERGISE YOUR CAREER

BE PART OF OUR WORLD



**POSITION  
DESCRIPTION**



# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Trade Assistant	<b>CLASSIFICATION</b>	Level Five (5)
<b>DIRECTORATE</b>	Engineering and Infrastructure	<b>AWARD STREAM</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>DEPARTMENT</b>	Corporate Properties and Fleet	<b>REPORTS TO</b>	Team Leader – Trades Services
<b>POSITION NO.</b>	57,515.00	<b>LAST REVIEW DATE</b>	June 2023

## A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km<sup>2</sup> 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 Trade Assistant is responsible for assisting various Tradespersons with preventative maintenance, servicing, and repairs across the Isaac Region.

## D. DUTIES:

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Assist the team in the efficient, effective and safe delivery of the planned and reactive maintenance functions and services for Council in accordance with the team's plans and the relevant industry standards, acts and codes:
  - a. Carpentry
  - b. Electrical
  - c. Plumbing
  - d. Painting
  - e. Fencing

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2. Assistance with diagnosis of malfunctions, using test equipment and hand tools to locate the cause of breakdown and correct the problem;
3. Report on installation and repair work to maintain suitable registers;
4. Assist in the implementing of the day to day work tasks relevant to the position, and report any concerns or problems to your supervisor without delay with suggested rectification action;
5. Contribute to the development of estimates and programming of works for internal, external and private works, and carry out associated activities in line with design and plans;
6. Assist Tradespersons to provide efficient and effective services to a range of Council operations and services.

## E. KEY COMPETENCIES:

### Knowledge and skills

#### Essential

1. Good interpersonal, communication and organisational skills;
2. Experience with use of electric or battery operated power tools;
3. Basic knowledge or familiarity with relevant Safety Acts, Codes or Safety Regulations;

#### Experience

1. Previous trades' assistant experience in Carpentry / Electrical / Plumbing / Painting environment would be highly regarded
2. Experience in general labouring and working outdoors

### Qualifications

1. Minimum completion of Secondary Schooling, or demonstrated previous experience would be highly regarded
2. Open QLD "C" class drivers licence.
3. Blue/White Card.
4. Ability to pass a pre-employment functional assessment and/or behavioural testing.
5. EWP Licence or willingness to obtain
6. Forklift Licence or willingness to obtain

## 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.

### 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 |

### Work Environment:

- |            |                                     |                                     |
|------------|-------------------------------------|-------------------------------------|
| Attribute: | Yes                                 | No                                  |
| Chemicals  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Cold       | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Dampness   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

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<input checked="" type="checkbox"/> 1 - 4 Hrs	<input checked="" type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs	Fumes/Gases <input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	<input checked="" type="checkbox"/> 4 - 6 Hrs	Heat/Humidity <input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs	<input type="checkbox"/> 6 - 8 Hrs	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 Other 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.
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.

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## Equipment Operated

1. Computer, motor vehicle, camera equipment

## 2. 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.

### a. 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. Whilst employment is in the position described in this document it is understood that employment is with Isaac Regional Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.



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- 5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/certificate.

**b. 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		




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## 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.