

POSITION DESCRIPTION

POSITION TITLE:	Carpenter
DIVISION / SECTION:	Housing & Homelands
SUPERVISOR:	Housing, Homelands & Construction Operations Manager
STATUS (FTE):	Full Time
DIRECT REPORTS:	Up to 2 trades assistants

ABOUT BAWINANGA ABORIGINAL CORPORATION [BAC]:

BAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region, administering some 50 grants and managing a suite of businesses and programs including: Housing, Civil Works, Essential Services, Bábbarra Women's Centre, Bawinanga Rangers, Barlmark Supermarket, Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Wild Foods Café, Community Patrol, Employment Services and Money Management Services.

BAC is governed by a Board of Directors who are elected by corporation members every two years. BAC enacts policies developed at the executive level through the leadership of the CEO and the Senior Management team.

BAC's mission is to improve the lifeways of our people on land and sea in order to preserve and grow culture and language.

BAC is a values-based organisation with an emphasis on: Trust, Respect, Transparency, Innovation and Partnership. These are principles and behaviours we display when working together.

PURPOSE OF THE POSITION

This position is responsible for the building maintenance within the Housing and Homelands division, and assistance with the development, implementation and review of the BAC Housing & Homelands Program.

POSITION RESPONSIBILITIES:

Key Accountabilities

1. Adhere to the Workplace Health and Safety regulatory requirements
2. Maintain municipal buildings & facilities in line with NT Government contractual requirements and as directed
3. Maintain all building codes, installation requirements applicable to relevant legislation
4. Perform all administrative duties – job cards, quotes, purchase orders and other related documentation pertaining to the carpenter position.
5. Operation of equipment and machinery where qualified and licenced
6. Perform scheduled maintenance services on buildings & fixtures in a safe and efficient manner
7. Ensure all installations, repairs and maintenance meet environmental protection requirements.
8. Ensure all requirements as specified by the manufacturer of fixtures are met
9. Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded
10. Work effectively in a team environment alongside tradespersons, internal and external customers and stakeholders
11. Identify continuous improvement opportunities
12. Develop and maintain positive stakeholder relationships with all BAC staff, and develop sound working relationships through delivering appropriate and honest support and/or feedback.
13. Ensure communications are appropriate to BAC Employees, Communities, Stakeholders and partner organisations.
14. Any other duties requested by your supervisor which are within your capabilities.

SELECTION CRITERIA:

Essential:

1. Trade qualifications in Carpentry
2. Post trade experience of more than 2 years
3. Knowledge of WH&S principles and the ability to promote them in the workplace.
4. Demonstrated experience working in a remote aboriginal community environment, with knowledge and understanding of aboriginal protocol and culture.
5. Demonstrated experience in the delivery of the Carpentry Services
6. The ability to assist in the completion of government funding reporting requirements.
7. Experience in establishing and maintaining successful relationships with Stakeholders.
8. Demonstrated interpersonal, written and oral communication skills to communicate effectively and produce confidential written reports of quality and relevance.
9. Sound decision making skills including an analytical approach to problem solving.
10. Current Driver's Licence and willingness to travel to remote communities.
11. Police clearance and OCHRE Card
12. Fit for Work clearance

Desirable:

1. Experience working for a community development or not-for-profit organisation.
2. Experience in driving a 4WD vehicle in off road conditions.
3. Hold a current first aid certificate or the ability to attain one.

Approval:

Chief Executive Officer, BAC

Signature

Date