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**POSITION SPECIFICATION**

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<b>POSITION TITLE:</b>	Tradesman – Building/Maintenance
<b>POSITION NO:</b>	FT 116
<b>RESPONSIBLE TO:</b>	Foreman Building Maintenance/Grounds
<b>SECTION:</b>	WORKS
<b>LOCATION:</b>	New Cascade Road
<b>SALARY RANGE:</b>	\$27834-\$29213
<b>HOURS OF WORK:</b>	75 per f/night

*Positions are subject to a 7 day spread of hours introduced as a result of the Human Resources Policy and hours may be rostered dependent on customer and service level needs.*

**1.0 ESSENTIAL CRITERIA:**

**GENERIC:**

- 1.1 Demonstrated ability and personal qualities to work in, and with, a small isolated community
- 1.2 An understanding of the unique culture and heritage of the Norfolk Island community, or a capacity to acquire such knowledge quickly
- 1.3 A demonstrated commitment to effective service delivery to the Norfolk Island community
- 1.4 A demonstrated understanding of, and commitment to, workplace equity and occupational health and safety principles and practices.

**POSITION SPECIFIC:**

- 1.5 Qualification in Carpentry/Joinery Trade or equivalent.
- 1.6 Competent skills, knowledge and experience in carpentry & construction.
- 1.7 Proven ability to effectively and efficiently carry out verbal & written instructions.
- 1.8 Proven ability to work competently as an individual and/or as part of a team.
- 1.9 Understanding of ethical conduct and public sector accountability.
- 1.10 Enthusiasm to learn all aspects of the trade in a safe and proper manner.
- 1.11 Drivers Licence – minimum HR class.
- 1.12 Ability to communicate with the public in a courteous manner ensuring the appropriate information is supplied and clarified if required.
- 1.13 Ability to assist with the procedures in the preparation of burials.

**2.0 DESIRABLE CRITERIA:**

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2.1 Multi-skilled in building/maintenance.

2.2 Current First Aid Certificate

2.3 Basic computer literacy.

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**3.0 MAJOR RESPONSIBILITIES OF THE POSITION:**

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3.1 The construction of new buildings, structures and improvements to existing buildings in accordance with plans, specifications & building codes.

3.2 To complete repairs and maintenance to Administration buildings & property (with the exception of KAVHA).

3.3 To assist and work with tradesmen in the completion of all works.

3.4 To ensure all equipment, tools and machinery are operated, maintained and stored safely, properly and securely.

3.5 Ensure all accidents / incidents / injuries are reported immediately to the Foreman Building Maintenance/Grounds.

3.6 Assist the Foreman Building Maintenance/Grounds in the efficient operation of the Building Maintenance section.

3.7 To complete maintenance and capital works to Cascade & Kingston jetties.

3.8 To ensure all work is performed in a competent and professional manner.

3.9 Provide effective support to the Foreman Building Maintenance /Grounds.

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(Job Holder)

(Date)

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(Supervisor)

(Date)