



CARPENTER / JOINER

St Joseph's Nudgee College is a Catholic day and boarding school in the Edmund Rice tradition for boys in Years 5-12. The College caters for students from the local Brisbane area, regional and remote Queensland, interstate and overseas. We uphold the values of Edmund Rice Education Australia in providing quality Catholic education to students.

The College first and foremost educates young men and promotes their formation in Christian virtue and conscience. As members of an inclusive faith community, each of us strives to be a visible Sign of Faith, Signum Fidei. We engage in partnerships where each person is empowered and enriched. Our community enjoys and celebrates life with creativity and passion. We respect the dignity of the individual and value their story.

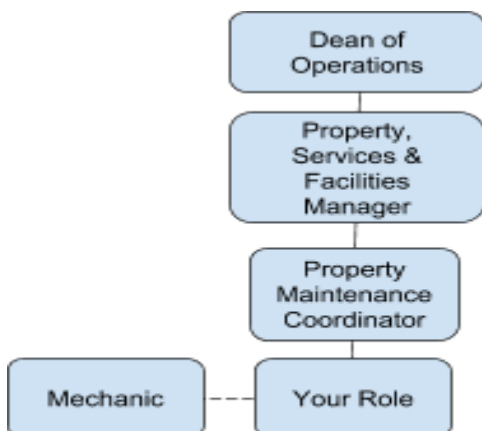
Carpenter

The Carpenter/Joiner works within the Property & Service team to ensure proactive and professional maintenance of College buildings and related equipment. The key requirements of this hands-on position are up-to-date skills and knowledge of tools, methods of repair and maintenance and materials. Within a multidisciplinary team, the Carpenter/Joiner will competently produce work of a high quality to satisfy College and departmental objectives.

Team Information

This position is a member of the Property & Services team, reporting to the Property Maintenance Coordinator.

The Property & Services team focuses on professional and proactive maintenance of the College buildings and facilities and its grounds. Property & Services teams work collaboratively, both internally and externally with all departments of the College to plan and promote the upkeep of College buildings, grounds, sporting fields and heritage-listed property. It is the responsibility of this team to respond to the College's requirements, ensuring efficient and competent service delivery from planning to maintenance stages.



Key Professional Relationships

Property, Services and Facilities Manager, Property & Services staff and College staff.



Duties

- Carpentry work & building repairs
- Painting
- Plastering, basic tiling & plumbing
- Maintain College buildings in accordance with relevant standards
- Undertake both planned regular and unplanned carpentry activities across the college
- Undertake repairs/maintenance, when necessary
- Remove and repair or replace damaged or defective parts or sections of structures
- Install structures and fixtures, such as windows, frames, floorings and trim
- Determine materials required, dimensions and installation procedures
- Assemble prepared wood to form structure and fittings ready to install
- Construct concrete framework
- Select and install hardware to furnishings, such as handles and hinges
- Clean and maintain work areas
- Ensure good maintenance of machinery/tools, storing equipment securely
- Carry out other duties within the range of skills, as directed, including incidental non-trade work
- Assist the Property Maintenance Coordinator in the maintenance of the College
- Assist other Property & Services teams as required

Expected Knowledge, Attributes and Competencies

- Physical strength, fitness and agility
- Excellent communication skills with a strong focus on work quality
- Skilled use of woodworking machinery & power tools
- Ability to operate required equipment in a safe and responsible manner
- Knowledge of carpentry and building maintenance
- Team player willing to work within a small team
- Knowledge of WHS requirements and regulations, and safe handling procedures
- Time management & problem solving skills
- Exercise judgement in performing duties and responsibilities
- Mature and responsible attitude to work and a 'can do' attitude
- Be punctual, flexible and enjoy variety
- Must be well presented, clean and tidy, both personally and in work produced

Mandatory Requirements

- Trade qualifications or relevant experience (preferably in carpentry or joinery)
- Previous experience essential
- Open drivers licence
- Employment at the College is subject to Commission for Children and Young People and Child Guardian legislation. Teaching positions, where the applicant holds current QCT registration, are exempt, however all other positions require a valid Working with Children Blue Card



Selection Criteria

- Substantial knowledge of, and experience in, an applicable trade
- Demonstrated focus on producing high quality work
- Proven ability to work autonomously with minimal supervision in a high risk environment
- Demonstrated excellence in working under pressure in collaboration with others in a team
- Highly developed communication skills
- Be professionally competent, ensuring day-to-day behaviours and personal presentation reflect the school values and professional expectations
- Demonstrate commitment to goals and aims of Catholic education in the Edmund Rice tradition

Position Details

This position is a full time position with uniform and tools supplied.

This position is paid under the Service Award at Level 3.

The employment conditions of this position are under the Catholic Employing Authorities Single Enterprise Collective Agreement - Religious Institute Schools of Queensland.

Additional Factors

Flexibility with working hours is an expectation of this position.

Attendance at professional development opportunities on an as required basis.

The Principal, Deputy Principal or Dean of Operations may direct completion of other reasonable, relevant duties.

The College reserves the right to modify this position to meet its operational needs.

Employment at Nudgee College

Prospective applicants should consider that all employees at the College are expected to:

- Have knowledge/awareness of Workplace Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm.
- Respond to the operational needs of the College and to other duties directed by the Principal, Deputy Principal or Dean of Operations when required
- Be committed to self-development and ongoing professional development
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College
- Be familiar with and have the ability to work towards achieving the goals outlined in the Strategic Plan
- Support the ethos and aims of Catholic education in the Edmund Rice Tradition.
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices

This position description was last reviewed in February by Dean of Operations.



Agreement

I acknowledge that I have read and understood the above duties, expectations and requirements specific to the position. I confirm that my skills and/or qualifications meet the requirements for this position.

Name: _____ Signature: _____ Date: _____

