



CAREER OPPORTUNITY

Job Title: Trades Assistant – Building / Handyman

Award: Building Trades Public Sector Award – State 2002

Classification: Building Worker Level 2

Pay Rate: \$771.15 pw

Directorate: Community Services

Reports to: Property Manager

Contact: Bob Read

Phone Number: 07 4761 5525

Period of Employment: Permanent

Closing Date: Monday 16 November 2009

The Environment

The Charters Towers Region is predominantly rural covering about 70,000 square kilometres (equivalent to the size of the State of Tasmania). Charters Towers Regional Council is located in the coastal hinterland of North Queensland stretching north to Ingham and south to Bowen and is centred on the Gold City of Charters Towers, 136km and an easy hour-and-a-half drive south west of Townsville.

The Region's economy is based on the mining and pastoral industries. Charters Towers is recognised as a centre of academic excellence with a range of private and public schools servicing the region and is located close to James Cook University. The population of the Region is about 12,000 and offers a relaxed lifestyle and heritage charm of a compact and safe city with modern facilities. The Region boasts the convenience of bordering the tropical north's best attractions and is comprised of rugged, mountainous rainforest areas in the north east and basalt strewn grasslands, to sandy desert plains in the south west.

Charters Towers Regional Council

The Charters Towers Regional Council employs approximately 300 employees across a range of disciplines. Our employees range from "Indoor" jobs such as computing, finance and accounting, human resources, and administration and clerical jobs through to managers. Our "Outdoor" employees are involved in horticulture and environmental activities, animal management, trades such as diesel fitting or plumbing, and road works and operating machinery/equipment.

New employees to the Charters Towers Regional Council undergo a probationary period of three months. All employees are required to undergo medical examinations to ensure that they meet the inherent medical requirements of the position. The medical examination includes drug screening.

The Job

Primary Objective

Contribute productively to the Charters Towers Regional Council and the Charters Towers community through the provision of high quality building maintenance and construction of Council buildings and amenities.



Duties

- Under general supervision of a tradesman perform a broad range of tasks related to building maintenance and construction.
- General labouring related to building maintenance and construction. Normally activities will be undertaken under supervision of a tradesman but at times will be carried out without direct supervision.
- Safely operate a variety of hand and power tools.
- Participate in on the job and formal training as appropriate.

Are you the right person for the job?

You will be assessed on the basis of relevant, proven experience or capacity in the following:

- Knowledge of and experience in building maintenance and construction.
- Skilled in the use of a range of hand and power tools.
- Good organisational skills and the ability to determine work priorities
- The ability to work under general supervision either individually or as part of a small team.
- Good verbal communication skills including the ability to liaise with a wide range of people at all levels
- Demonstrated behaviour that supports a diverse, equitable and safe workplace.

Note: This position requires possession of minimum of C class licence

Interested? How to apply....

Please provide two documents for the selection panel to consider:

1. A current resume, which includes the names and contact details for at least two referees; and
2. A cover letter of up to two pages outlining, in your own words, why you should be considered for this position, including examples against the dot points listed under “**Are you the right person for the job?**”
There is no requirement to address selection criteria

Applications for this position should be posted to:

**Chief Executive Officer
Charters Towers Regional Council
PO Box 189
CHARTERS TOWERS QLD 4820**

Or sent by e-mail to DMcLeod@chartersowers.qld.gov.au or faxed to 07 4761 5344