

POSITION DESCRIPTION

Position Title:	Apprentice Painter
Position Number/s:	INF-L67
Employment Type:	Full Time, Limited Tenure for up to four (4) years
Hours of Work	76 hours per fortnight, nine (9) day fortnight
Agreement:	Charters Towers Regional Council Union Collective Certified Agreement 2023
Award:	<i>Order – Apprentices’ and Trainees’ Wages and Conditions (excluding certain Queensland Government Entities) 2003</i> <i>Queensland Local Government Industry (Stream C) Award – State 2027</i>
Classification:	Apprentice – Applicable apprenticeship rate
Directorate:	Infrastructure Services

POSITION OBJECTIVE

Under appropriate supervision and guidance, this position undertakes a four (4) year competency-based apprenticeship develop the skills, knowledge and competencies while completing a Certificate III in Painting and Decorating through formal training and structured on-the-job training.

The position contributes to the maintenance, construction and improvement of Council facilities by supporting the Facilities Team in the delivery of building maintenance and construction programs, while progressively developing the practical skills and experience required of the trade.

ORGANISATIONAL RELATIONSHIPS

Reports to: INF-213 Building Services Leading Hand

Directly Supervises: Nil

ORGANISATIONAL VALUES



OUR VALUES

We are a *Community* focused
Team who are *Respectful*
and *Consistent*

DELEGATIONS

In accordance with Charters Towers Regional Council's Register of Delegations

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KEY RESPONSIBILITIES

1. Under appropriate supervision and guidance, undertake painting, surface preparation and associated trade activities as part of the on-the-job training requirements of the apprenticeship.
2. Attend and successfully participate in any requirements associated with the Certificate III in Painting and Decorating, including structured formal learning with the nominated Registered Training Organisation and required training and assessment activities within the required timeframe.
3. Maintain accurate and up-to-date training records and other documentation required under the apprenticeship and individual training plan.
4. Work towards and achieve the competencies and milestones established within the individual training plan, progressively developing the skills and knowledge required to perform trade activities with increasing independence.
5. Undertake allocated tasks effectively and efficiently, including preparation, application, finishing, clean-up and general maintenance activities, demonstrating care, attention to detail and appropriate use of materials, tools and equipment.
6. Actively participate and communicate as part of the Facilities team to support the efficient and effective delivery service and positive outcomes for internal and external customers.
7. Follow supervision, guidance and established work practices to ensure work is performed in accordance with relevant safety, technical, environmental and operational requirements, specifications and standards.
8. Correctly use, clean, maintain and store tools, equipment, materials and personal protective equipment associated with the position and report defects or issues as required.
9. Comply with Council's Workplace Health & Safety (WHS) Management System including; WHS policies, SWMS, procedures and lawful instructions or directions given in the workplace. Employees must comply with their obligations under the *Work Health and Safety Act 2011*, including reporting of injuries, incidents and hazards, taking reasonable care for their own health and safety and that of others, and using and maintaining personal protective equipment in accordance with Council requirements.

Comply with reasonable and lawful directives given in the workplace and undertake any other duties associated with the role, as reasonably directed and within the scope and requirements of the apprenticeship.

POSITION REQUIREMENTS

| Knowledge, skills and abilities |

Essential:

- Demonstrated interest in developing a career in the painting and decorating trade and commitment to successfully completing the apprenticeship.
- Good written and verbal communication skills and the ability to understand and follow instructions.
- Basic computer skills and the ability to use technology required for workplace and apprenticeship training activities.
- Good organisational skills and the ability to manage assigned tasks and training requirements.
- Good attention to detail and commitment to producing quality work.
- Ability and willingness to learn practical skills and safely use tools, equipment and materials associated with the trade.
- Ability to work effectively as part of a team and positively respond to supervision, instruction, coaching and feedback.
- Demonstrated reliability, initiative and willingness to learn and progressively develop trade skills.

Desirable:

- Previous exposure to or interest in painting, construction, building maintenance or other practical trade-related activities.

POSITION DESCRIPTION

| Education/Qualifications |

Essential:

- Minimum completion of Year 10 or equivalent.
- Eligibility, ability and willingness to enrol in and successfully complete the relevant Certificate III qualification in painting and decorating as part of the apprenticeship.

Desirable:

- General Construction Induction Training (White Card) or ability to obtain.

| Licences |

Essential:

- Possession and maintenance of a Queensland Provisional (P' Plate) C' class drivers' licence or higher to obtain).

PHYSICAL REQUIREMENTS/POSITION ENVIRONMENT

- This position requires regular field-based work and may involve working indoors and outdoors in varying environmental and weather conditions.
- The position requires the physical capacity to undertake the inherent requirements of painting and maintenance activities, including manual handling, standing for extended periods, bending, kneeling, reaching and undertaking physical work.
- The position may involve working at heights and the use of ladders, platforms and other access equipment, subject to appropriate training, competency, supervision and Council safety requirements.
- The position requires the appropriate use of personal protective equipment and safe handling of paints, coatings and other materials associated with the trade.
- The position may be required to work reasonable overtime and/or weekends where operationally required and appropriately authorised.

Council is committed to providing and maintaining a safe and healthy workplace. This includes taking all steps that are reasonably practicable to prevent the spread of preventable occupational diseases. In accordance with Council's P0199 Vaccinations and Health Monitoring Procedure, positions exposed to occupational diseases will be subject to the Workplace Immunisation Program.

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POSITION DESCRIPTION AUTHORISATION

Position descriptions cannot provide a definitive list of duties and responsibilities. This position description is subject to change from time to time as Charters Towers Regional Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Supervisor: _____ **Signature:** _____
(Name)

Date: _____

Manager: _____ **Signature:** _____
(Name)

Date: _____

POSITION ACCEPTANCE

I accept the Position Description as stated above and acknowledge that it may require amending or updating periodically due to changes in responsibilities or organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Incumbent: _____ **Signature:** _____
(Name)

Date: _____