



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	601174
Division:	Kalgoorlie Health Campus	Title:	Carpenter
Branch:	Infrastructure & Support Services	Classification:	EBS Level 5
Section:	Physical Resources	Award/Agreement	Engineering and Building Services Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Regional Manager Infrastructure & Support Services
	Classification:	HSO Level G10
	Position No:	614441



Responsible To	Title:	Maintenance Officer
	Classification:	HSO Level G5
	Position No:	601570



This position	Title:	Carpenter
	Classification:	EBS Level 5
	Position No:	601174



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
601169 - Painter
601173 - Handyman
601176 – Electrical Fitter
601177 – Mechanical Fitter
601335 – Mechanical Fitter
601658 - Electrician



Positions under direct supervision:	← Other positions under control:		
Position No.	Title	Category	Number

Section 3 – KEY RESPONSIBILITIES

Provides maintenance and minor constructive services to Kalgoorlie Regional Hospital and its accommodation properties utilising carpentry, brickwork, and concrete and tiling skills.

WA Country Health Service – GOLDFIELDS

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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.	Promote and instigate safe, tidy and hygienic work practices in the hospital environment. This will include the wearing of Personal Protective Equipment where appropriate.	D	
2.	Become familiar with, and understand the operational requirements of all the building services at the hospital.	R	
3.	Use all relevant Building Codes, Australian Standards etc: as and when required.	R	
4.	Attend to all allocated requisitions for repair as soon as possible and in accordance with the established order of priority.	D	
5.	Participate in the provision of general maintenance and building works as required by the maintenance manager or his delegate.	D	
6.	Fabricate, install, minor building projects as required.	R	
7.	Ensure that adequate spare parts and materials are on hand to perform duties as specified.	D	
8.	Assist in the training of Apprentices.	O	
9.	Duties to be performed to the highest standard in a tradesperson like manner.	D	
10.	Provide accurate and timely quotations on all carpentry works as requested by the Maintenance Manager or his delegate.	O	
11.	Participate as a team member in the Kalgoorlie Health Campus Physical Resources Department.	R	
12.	Assume a leadership role when required.	O	
13.	Other duties as required.	R	
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Completion of approved apprenticeship in carpentry/joinery.
2. Ability to work both independently and as part of a team.
3. Assist in training of apprentices.
4. Good interpersonal and communications skills.
5. Eligible for or in possession of a current C or C-A class driver's license.

DESIRABLE

1. Ability to perform tiling and concrete work.
2. Ability to perform fabrication formwork and manufacture/use jigs if required.
3. Twelve months previous experience since completion of apprenticeship.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Evidence of qualification of relevant trade certificate • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful Pre-Employment Health Assessment • Successful WA Health Integrity Check • Evidence of a current C or C-A class driver's licence and ability to travel within the region as required including overnight stays Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated			

Section 7 – CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Signature and Date: ____/____/____
Regional Manager Infrastructure & Support Services

Signature and Date: ____/____/____
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

