



Woorabinda Aboriginal Shire Council

Position Description

Job Title:	Apprentice Carpenter (Certificate III in Carpentry)		
Award:	<i>Queensland Local Government Industry Award - State 2020 (MA000112)</i>		
Employment Type:	Full-Time		
Reports to:	Supervisor / Leading Hand Carpenter		
Approved:	Kevin Bell, Chief Executive Officer		
Signature:		Version Date:	18 th of June 2026

POSITION OBJECTIVE

The Apprentice Carpenter will undertake on the job training and formal study toward a Certificate III in Carpentry. The role contributes to Woorabinda Aboriginal Shire Council infrastructure and community projects while developing practical trade skills in a structured and supported environment.

The position aligns with Council's commitment to local employment pathways, workforce development, and community capacity building.

WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)

Our Vision

A community of opportunity

Our Purpose

Woorabinda Aboriginal Shire Council will:

- Provide adequate infrastructure to support the needs of the community
- Facilitate and support the development of employment and business opportunities
- Work with local service providers, State and Federal Government to maximise the effectiveness of its services
- Protect Country and maintain strong cultural identity

Our Values

Respect – We respect and value our country, our culture, our people and our neighbours

Strong Creative Leadership – We welcome the responsibilities given to Council by the State and Commonwealth Governments and we are committed to maximising the Council's role in community advancement.

Fairness – We recognise that all residents must be treated equally with sincerity and honesty while respecting the rights of individuals

Honesty – We value honesty and appreciate its importance in the development of trust

Efficiency – We value efficiency because it allows us to achieve more

POSITION SPECIFIC KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

Training and Development:

- Undertake and successfully complete Certificate III in Carpentry through Council's nominated Registered Training Organisation.
- Attend all required off the job and workplace training.
- Complete logbooks, assessments, and competency requirements.

Technical and Trade Duties:

- Assist with carpentry activities including:
 - Construction, maintenance and repair of buildings and infrastructure.
 - Installation of structures, fixtures and fittings.
- Safely operate tools and equipment under supervision.
- Assist in reading and interpreting plans as skills develop.

Teamwork and Community Engagement:

- Work effectively within a team environment.
- Communicate respectfully and professionally.
- Demonstrate culturally appropriate behaviour within the workplace and community.

General Duties:

- Maintain tools, equipment and work areas.
- Follow supervisor instructions and seek feedback.
- Perform other duties within scope of training and capability.

SELECTION CRITERIA

➤ Essential:

- Demonstrated interest in carpentry or construction.
- Commitment to completing an apprenticeship qualification.
- Ability to follow instructions and work in a team.
- Good communication and willingness to learn.
- Basic literacy and numeracy skills.
- Commitment to workplace safety.

➤ Desirable:

- Previous exposure to construction or labouring work.
- Drivers license or willing to obtain.
- Understanding of working within a remote community environment.

-
- Experience working in remote or Indigenous communities. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Experience working and living in remote areas and/or aboriginal communities would be highly regarded.
-

QUALIFICATIONS AND LICENSING

Eligibility to undertake Certificate III in Carpentry.

Construction White Card (or ability to obtain prior to commencement).

KEY COMPETENCIES

Reliability and punctuality

Teamwork and collaboration

Initiative and willingness to learn

Safety Awareness

Respect for community and culture

WORKING CONDITIONS

Outdoor work in varying weather conditions

Physically demanding tasks

Travel across Council worksites within the community

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least fifteen (15) minutes prior for the purpose of setting up their work area;
 - All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
 - Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
 - Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
 - The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
 - It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
-

ORGANISATIONAL RELATIONSHIPS

Reports to:	Works Supervisor / Leading Hand Carpenter
Internal Liaison:	Members of the management team, elected members, and all Woorabinda Aboriginal Shire Council employees.
External Liaison:	Members of the community, Suppliers, Stakeholders.

MANDATORY REQUIREMENTS

- Hold at minimum a current “C” class driver’s licence
 - Ability to pass a National Police Check
 - Commitment to Council values and community wellbeing
-

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.