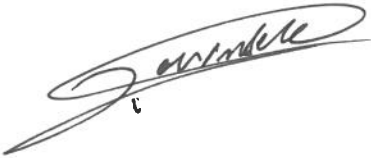




Woorabinda Aboriginal Shire Council

Position Description

Job Title:	Apprentice Painter and Decorator (Cert III in Painting and Decorating)		
Award:	<i>Queensland Local Government Industry Award - State 2017</i>		
Employment Type:	Full time		
Department:	Infrastructure		
Reports to:	Supervisor		
Approved:	Kevin Bell, Chief Executive Officer		
Signature:		Version Date:	01/07/2026

POSITION OBJECTIVE

The Painter and Decorator Apprentice will undertake structured on the job and off the job training to develop skills, knowledge and experience required to become a qualified Painter and Decorator.

Under the guidance of qualified tradespersons and supervisors, the apprentice will assist in preparing, painting, decorating and maintaining Council buildings, facilities, assets and infrastructure while completing the requirements of a Certificate III in Painting and Decorating.

The position provides an opportunity for local community members to gain a nationally recognised trade qualification while contributing to the appearance, maintenance and longevity of Council facilities.

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:

Painting and Decorating Duties:

- Assist in preparing surfaces for painting, including washing, scraping, sanding and patching.
- Learn and apply trade techniques for painting interior and exterior surfaces.
- Assist with applying paints, sealers, stains, varnishes and protective coatings.
- Measure and calculate material requirements.
- Assist with colour matching and paint selection.
- Prepare work areas and protect surrounding surfaces.
- Install and remove painting equipment including ladders and scaffolding under supervision.
- Maintain Council buildings, houses, offices, community facilities and infrastructure through painting and decorative finishes.
- Carry out minor maintenance and repair tasks associated with painting work.
- Maintain painting tools, equipment and materials in safe working order.
- Other duties, consistent with duties and responsibilities of the position as directed by the CEO, Mayor or other senior Council staff.

Apprenticeship and Training Requirements:

- Attend all required Registered Training Organisation (RTO) training and assessments.
- Successfully complete Certificate III in Painting and Decorating.
- Demonstrate commitment to learning trade skills and knowledge.
- Maintain an apprenticeship training record as required.
- Seek guidance and feedback from supervisors and trainers.
- Apply learned skills in the workplace.

Workplace Health and Safety:

- Comply with Council Workplace Health and Safety policies and procedures.
- Correctly use personal protective equipment (PPE).
- Identify and report hazards, incidents and near misses.
- Follow safe work practices and directions from supervisors.
- Participate in safety meetings and training.

General Duties:

Work effectively as part of the Infrastructure Services team.
Maintain positive relationships with community members, contractors and staff.
Demonstrate punctuality, reliability and a strong work ethic.
Undertake other duties within the scope of the apprenticeship as directed by the supervisor.

SELECTION CRITERIA

Essential:

1. Demonstrated interest in pursuing a career in Painting and Decorating.
2. Ability to follow instructions and work under supervision.
3. Willingness to undertake formal training toward a Certificate III in Painting and Decorating.
4. Good communication and interpersonal skills.
5. Ability to perform physical work including lifting, bending, climbing and working outdoors.
6. Current C Class Driver Licence or ability to obtain during apprenticeship.
7. 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.

Desirable:

1. Previous experience in construction, maintenance, labouring or similar work.
2. White Card (Construction Industry Induction).
3. First Aid Certificate

QUALIFICATIONS AND LICENCES:

Mandatory:

- School completion of demonstrated literacy and numeracy skills suitable for undertaking apprenticeship studies.
- Eligibility to undertake a Certificate III in Painting and Decorating.

CORPORATE RESPONSIBILITIES

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

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- 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.
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ORGANISATIONAL RELATIONSHIPS

Reports to: Supervisor

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
 - Basic Police clearance
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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.