

# Carpenter/Joiner

## JOB DESCRIPTION

**Reports to:** Facilities Manager

**Department:** Facilities

**Facilities Scale:** 4

### Position Summary

The Carpenter/Joiner plays a key role in maintaining the College's buildings and facilities to a high standard, ensuring that all works reflect quality craftsmanship and align with College presentation and safety standards. This role involves a diverse range of carpentry and joinery tasks, including the design, manufacture, installation, and repair of bespoke items across the campus.

This is a physically demanding, outdoor role requiring frequent manual labour, operation of powered equipment and vehicles, and mobility across the College's extensive campus. The position requires the capacity to work in all weather conditions and carry out tasks involving lifting, bending, kneeling, and repetitive movement.

### Essential Criteria

#### Education and training

- Cert III or Cert IV in Carpentry / Joinery or equivalent trade certification
- Current First aid certificate (or willingness to obtain – in-house training provided)

#### Core competencies (knowledge, skills, and experience)

##### *Technical*

- Demonstrated expertise and high proficiency in carpentry and joinery
- Knowledge of general maintenance and repair skills across a range of materials and surfaces
- Ability to interpret plans, drawings, and specifications with accuracy
- Competency in using a variety of hand and power tools, with a strong focus on safety
- Current and valid manual driver's licence, with the ability to operate vehicles in the College fleet

##### *Human relations*

- Ability to work independently and collaboratively within a team environment
- Strong communication skills and a professional approach when interacting with key stakeholders
- Effective time management and resource allocation skills
- Problem-solving skills and proven ability to display initiative
- Demonstrated reliability, strong work ethic, and physical fitness suitable to the demands of the role
- Ability to mentor apprentices, delegating tasks appropriately and ensuring quality and safety standards are maintained
- Sound understanding of safe handling, use, and storage of hazardous substances and materials

## **Additional requirements and values**

- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guideline
- Recognising that Scotch College is a Child Safe Organisation, upholding the College community's commitment to a shared culture of child safety

## **Desirable**

- Experience working in a school or similar environment

## **Core Responsibilities and Tasks**

### **Carpentry and Maintenance**

- Perform repairs, renovations, and general maintenance of College buildings, fittings, and furniture
- Design, manufacture, and install bespoke joinery and cabinetry items as required
- Fit, hang, and repair doors, windows, locks, and other fittings
- Conduct regular inspections to identify maintenance needs and complete repairs proactively
- Ensure all work areas are clean, safe, and secure at all times
- Assist with logistics, including delivery and collection of maintenance materials and equipment

### **Mentoring**

- Provide on-the-job training, guidance, and constructive feedback to apprentices and other Facilities team members
- Demonstrate safe, efficient, and professional work practices, including correct use of tools, equipment, and personal protective equipment (PPE)
- Support colleagues and apprentices in understanding and meeting expected quality, safety, and presentation standards
- Promote a positive, inclusive, and respectful working environment that encourages continuous learning, teamwork, and skill development

### **Operations and Event Support**

- Operate school vehicles and machines as required
- Assist with moving and setting up furniture, equipment, and materials across campus
- Provide logistical support for College events (e.g., setting up marquees, trestles, BBQs, and more)
- Support event bump in and bump out, including setup and pack-down before and after functions
- Assist with Facilities duties as required
- Other duties as directed by the Facilities Manager or Head of Facilities

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This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 30/06/2025