

Position Description

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| Position Title | Carpenter |
| Position Number | 30100618 |
| Division | Finance and Resources |
| Department | Maintenance |
| Enterprise Agreement | Maintenance Victorian Public Sector Single Interest Employers Enterprise Agreement 2023 - 2027 |
| Classification Description | Joiner Build Industry Skilled L4 |
| Classification Code | OB63 |
| Reports to | Maintenance Manager |
| Management Level | Non Management |
| Staff Capability Statement | Please click here for a link to staff capabilities statement |
| Mandatory Requirements | <ul style="list-style-type: none"> National Police Record Check Immunisation Requirements |

Bendigo Health

Bendigo Health is a leading regional health service, learn more about us by visiting our website: [Bendigo Health Website - About Bendigo Health](#)

Our organisation is a child safe organisation, committed to the safety and wellbeing of all children and young people. All Aboriginal and Torres Strait Islander adults, children and families will be supported to express and be proud of their culture in an environment that is culturally safe and supported.

Our Vision

Excellent Care. Every Person. Every Time.

Our Values

CARING – We care for our community,

PASSIONATE – We are passionate about doing our best,

TRUSTWORTHY - We are open, honest and respectful

The Position

The Carpenter Tradesperson is required to assist with maintenance of services situated within the property boundaries of Bendigo Health to ensure they are in proper working order in accordance with Australian Standards, State and Local Government Regulations and Bendigo Health Quality Assurance Programs.

The position is required to participate in the development and maintenance of a safe and effective environment for the patients and staff of Bendigo Health and the general public.

Responsibilities and Accountabilities

Key Responsibilities

- Organise and carry out the planned and unplanned maintenance, repairs, alterations and additions to Bendigo Health and its associated services as directed.
- Maintain built-in furniture.
- Maintain portable furniture and equipment throughout Bendigo Health facilities.
- Assist in the coordination of contractors to undertake works for Bendigo Health as required.
- Assist with the procurement and purchasing of materials as requested.
- Perform building projects as directed in an efficient manner at the required quality level.
- Handle telephone enquiries and assist with prioritising requests.
- Undertake non-specific trade related tasks and provide support to other licenced trades as required.
- Participate in the afterhours breakdown roster for 24/7 coverage of Bendigo Health Maintenance Services.
- Participate in team/ departmental meetings and other organisational meetings as required.
- Participate in staff development and training as required.
- Maintain accurate records, statistics and reports as needed, and comply with departmental information systems as requested.
- Participate in service development
- Participate in the quality programs of Bendigo Health
- Working in accordance with any professional standards and codes of conduct and ethics issued by the relevant professional association.

Key Selection Criteria

Essential

1. Trade qualifications in carpentry and joinery, with high-level skills and relevant building trade experience.
2. Holder of a WorkSafe Construction Induction Card.
3. Ability to read and interpret design drawings accurately.
4. Knowledge of legislation, codes, and standards relevant to carpentry (including Australian Standards, Building Act 1993, and OH&S Act 2004).
5. Previous health service experience (desirable).
6. Competent in basic computer programs, including word processing, email, and hand-held devices.

Desirable

7. Practically minded with strong attention to detail
8. Takes responsibility for completing tasks, communicates proactively about deadlines, and follows through on inquiries and requests.
9. Identifies potential issues, seeks advice or proposes practical solutions, and remains calm and positive when plans change.
10. Courteous and professional when dealing with others, and compliant with organisational policies and procedures.

Generic Responsibilities

All Bendigo Health staff are required to:

- Adhere to the **Victorian Government's Code of Conduct**
- Uphold **Occupational Health and Safety** responsibilities, including self-care, safeguarding others, and participating in safety initiatives and reporting.
- Comply with all **Bendigo Health policies and procedures**, including those related to clinical, managerial, and standard work practices.
- Follow **Infection Control** procedures to prevent cross-contamination and ensure the health and safety of all.
- Maintain **strict confidentiality** regarding all organisational, patient, and staff information.
- Engage in **continuous quality improvement** activities aligned with the National Safety and Quality Health Service Standards (NSQHSS).
- Recognise and respect **diversity**, fostering inclusive practices in the workplace and service delivery.
- Staff must carry out all lawful and reasonable directions and comply with relevant professional standards and ethical codes.
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Bendigo Health.
- Maintain ability to perform the inherent requirements of this role. Inherent requirements are the essential tasks necessary to perform this role, including reasonable adjustments. Bendigo Health is committed to a safe workplace that supports all employees. The role may require specific physical and cognitive abilities, which can be discussed with the manager during recruitment or at any time. We understand that personal circumstances can change and impact your ability to meet these requirements; additional policies are available to guide you through this process. Please request the relevant procedures for more information.

All Bendigo Health sites, workplaces and vehicles are smoke free.

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Bendigo Health's discretion and activities may be added, removed or amended at any time.