

## CARPENTERS ( x 2)

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### **About the Company**

We are a leading independent not for profit community organization. We embrace innovative service approaches and have over 40 years' combined experience in providing services to local people. We build community capacity and resilience. Our team consists of over 200 staff and almost 335 passionate volunteers.

3Bridges Community is a growing, vibrant, not for profit community organisation providing a variety of government funded services to the communities of South Eastern Sydney.

### **Positions Available:**

- 2 x Full time Carpenters

### **About the position**

We are currently recruiting for two (2) Carpenters to provide carpentry / handyman works and is able to assist the Home Modification and Maintenance team. Successful candidate will in turn be provided with motor vehicle and mobile phone.

The positions are full time and office is based at Mortdale.

### **Essential experience or skills**

- Trade Certificate or relevant building certificate
- 2-3 years trade experience in the building industry
- Hold a NSW Construction Induction White Card or equivalent
- Own hand tools (power tools supplied)

### **Desirable criteria**

- Computer Skills (MS Word, Excel, Outlook)
- Understanding of funded Home Modifications and Maintenance services
- Welding experience
- Hold a current Senior First Aid Certificate

The successful candidate must undergo a National Police Clearance prior to commencement. As an EEO employer we welcome applications from people of NESB and ATSI backgrounds.

To obtain an information pack visit <http://3bridges.org.au/about-us/people/careers/>

For further details please contact Bryan Molan on 8558 4041. Please forward applications to [employment@3bridges.org.au](mailto:employment@3bridges.org.au)

*Applicants must address the selection criteria above. Applicants who forward resume without addressing the criteria will not be considered.*

## JOB DESCRIPTION

### Carpenter / Handyman

#### POSITION DETAILS

<b>Responsible to:</b>	Home Modification and Maintenance (HMM) Manager
<b>Responsible for:</b>	Providing carpentry, handyman works and assisting others within the HMM service To provide quality workmanship and client service
<b>Objective:</b>	To provide quality workmanship and client service
<b>Direct reports:</b>	HMM Manager
<b>Indirect reports:</b>	HMM Leading Hand
<b>Location:</b>	Mortdale Workshop
<b>Award:</b>	Joinery and Building Trades Award 2010
<b>Level:</b>	Variable depending on experience
<b>Hours per Fortnight:</b>	38hrs/week

#### PURPOSE OF POSITION

To ensure 3Bridges provides a cost effective, responsive and within budget home modification and maintenance service to clients

#### SELECTION CRITERIA

##### **Mandatory Requirements**

- Criminal history clearance.
- Current Drivers Licence

##### **Essential experience or skills**

- Trade Certificate or relevant building certificate
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- Own hand tools (power tools supplied)

##### **Desirable criteria**

- Computer Skills (MS Word, Excel, Outlook)
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## PERSONAL ATTRIBUTES

- To have a pleasant and positive attitude
- To be compassionate and understanding of people that are frail aged or someone living with a disability including their carer
- To be prepared to work in a team environment and also on own
- Possess good time management skills

## KEY RESPONSIBILITIES

### Key Responsibilities

- Assess, prioritise and carry out home modification and maintenance requests as directed by the HMM Leading Hand/HMM Manager
- Quote work requests as directed by the HMM Leading Hand
- Consult with referral agencies installation of modifications where necessary, or as directed by the HMM Leading Hand
- Carry out the following modification and maintenance work:-
  - minor roofing, gutter and downpipe replacement/repair work,
- fabrication and installation of external hand rails, installation of internal grab rails, be involved with the construction of timber/concrete ramps, step modifications, carpentry work, minor tiling work, minor bathroom modifications i.e. removal of shower screens, etc, minor bricklaying, minor concreting, minor fence repairs, changing light globes, lifting of materials and equipment.
- Maintain and keep charged mobile telephone.
- Be responsible for and maintain equipment on a daily basis
- Assist in ordering and purchasing equipment and materials.
- Maintain a daily log book for company vehicle.
- Ensure company vehicle is appropriately maintained, housed and used for work purposes only.

### Administration:

- Keep daily records of work performed, the cost of each job and the clients serviced
- Write up quotations/estimates in consultation with the HMM Leading Hand
- Pass on completed job costs promptly to the Service Administrator for invoicing.
- Assist in ordering materials and equipment for work undertaken within delegated authority.
- Verify invoices of materials and equipment purchased.
- Keep accurate records of daily working hours, absences and fill in time sheet.
- Assist with the maintenance of HMM consumables register ie. Grab rails, Hand Held Showers etc., pre-purchase as stock
- Attend to office duties as required (taking phone messages, job referrals etc.)

### Strategic Development

- Participate in the development and implementation of the 3Bridges strategic plan.

### **Professional Development**

- Meet regularly with the HMM Manager for support and supervision.
- Undertake annual performance appraisals.
- Attend relevant conferences and personal development training.

### **Human Resource Management**

- Attend regular staff and team meetings.
- Undertake professional development as requested and required.
- Participate in an annual performance appraisal.

### ***Special Requirements***

- Hold a current building related license as required for particular trade and approved by the Office of Fair Trading (to be sighted annually by the HMM Leading Hand and HMM Manager)
- Have current practical building skills i.e. knowledge of new products, WHS policies and procedures, regulations and by-laws of the building industry
- Hold and maintain during employment a current NSW driver's license (to be sighted annually by the HMM Leading Hand and HMM Manager)
- To attend a Medical Examination before commencement to confirm the physical capacity to perform the aforementioned duties.
- Carry out other relevant duties as directed by the HMM Leading Hand and/or HMM Manager

### **Policies and Procedures**

- Adhere to the organisations Policies and Procedures including WHS.
- Comply with the Code of Conduct and policies and procedures including WHS.
- Always maintain a current understanding of the HACCC National Guidelines and Home Modification and Maintenance Guidelines and ensure compliance.
- Assist with the development of Policies and Procedures for this position.
- Work under organisational Policies and Procedures, Code of Conduct and Delegations of Authority.

## **ORGANISATIONAL RESPONSIBILITIES**

- Contribute suggestions to policy development.
- Adhere to the administrative process of the organisation.
- Adhere and respect the values, policies and procedures of the organisation.
- Operate within the Delegation & Decision-Making Matrix.
- Perform your duties in line with the expected team member conduct to be welcoming, caring, warm, helpful and friendly.
- Operate within the Quality Management System, Procedures and Manual.

## ORGANISATIONAL VALUES

The following corporate values and behaviours underpin the working environment at 3Bridges Community and assist us in delivering our vision:

Values	Behaviours
<b>VIBRANT</b> by being energetic and engaging.	<ul style="list-style-type: none"> <li>• Seeking opportunities to do better.</li> <li>• Building inclusive relationships.</li> <li>• Learning and growing with our community.</li> </ul>
<b>OPENNESS</b> by being welcoming, honest and transparent.	<ul style="list-style-type: none"> <li>• Open in sharing knowledge and information.</li> <li>• Open to new ideas and ways of working.</li> <li>• Integrity in all we do.</li> </ul>
<b>INNOVATION</b> in driving new ideas, opportunities to build a better community.	<ul style="list-style-type: none"> <li>• Advocating for the community.</li> <li>• Leading change.</li> <li>• Continually improving</li> </ul>
<b>COLLABORATION</b> by embracing new ideas, teamwork and partnerships.	<ul style="list-style-type: none"> <li>• Working as a team.</li> <li>• Delivering valued services for our community.</li> <li>• Respecting differences.</li> </ul>
<b>EXCELLENCE</b> through being recognised as leaders in the community.	<ul style="list-style-type: none"> <li>• Striving to be the best we can.</li> <li>• Quality is a part of everything we do.</li> <li>• Professional performance.</li> </ul>

## BACKGROUND CHECKS

- Working With Children Check – No
- Police Criminal History Check – Yes

## ORGANISATIONAL STANDARDS AND EXPECTATIONS

- Behaviour and Code of Conduct.
- Privacy and Confidentiality Agreement.
- Organisational policies and procedures.
- Decision making and delegation matrix.
- ISO 9001:2015, Quality management System, Procedures and Manual.
- Aspire to and support the organisational values and vision.
- Meeting Centre Support Program Operating Manual.
- 3Bridges Community strategic plan.

## RELATED DOCUMENTS

- Contract of employment.
- Key performance indicators.

**Approved:** HMM Manager

### Agreement

I, \_\_\_\_\_, have read and understand my obligations as outlined in this position description.

I agree to abide by the 3Bridges Community's Code of Conduct and Behaviour, Privacy and Confidentiality Agreement and Work Health and Safety Policies and Procedures.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date: \_\_\_\_\_

*A signed copy of this position description must be returned to the **Coordinator HR, WHS and QA**.*

## About 3Bridges Community

We are a new community organisation drawing upon 40 years experience in supporting the communities of South Eastern Sydney. We aim to increase opportunities for people to work, care and grow in our community. We exist to:

- serve as a focal point for the provision of services targeting the most disadvantaged people in the community to relieve suffering, distress, misfortune, destitution or helplessness;
- assist and support families and individuals in our community to manage the challenges in their lives through the provision of services including case management, crisis intervention, counselling, childcare and a broad range of ongoing support services;
- stimulate community development.

Our scope of operations include:

- Early intervention and prevention programs for young isolated mothers and youth aged 12 to 18 and their families.
- Before and After School and Vacation Care services for school aged children located at 4 sites within schools and a community centre.
- Training services to increase capacity in the sector and community.
- Pathways to employment and social enterprises such as our home building service which helps people stay at home through home modifications.
- Social cohesion programs aimed to reduce isolation and enhance the quality of life for young adults with a disability and volunteer options
- Positive and Healthy Ageing centres, respite care, carers support, home care for the elderly and people with a disability.

We are a not for profit organisation. Our team consists of 140 staff and almost 300 volunteers. Our organisation is supported through \$5.9m in funding from a range of local, state and commonwealth programs as well as, the generous support of our many supporters. We received total income of over \$14m per year.

### **Our Vision**

People living in connected and enriched communities.

### **Our aspiration**

To be an innovative leader and trusted partner working with community, business and government to deliver sustainable services that enhance community capacity.

### **Our purpose**

To give the community VOICE by:

1. Enriching lives (community relationships & purpose).
2. Making connections (no one needs to be alone).
3. Walking alongside (life changes and transitions).

Our front line service delivery will be within this region with our community services focusing on:

- Aged and Frail
- Family and Carers
- Children and Youth

3Bridges Community is a registered charity with the Australian Charities and Not-for-Profit Commission  
ABN 96039601269



## Our focus



### Why more people would like to work with us

As an employer, we offer a wide range of flexible and "family friendly" appropriate working arrangements, aimed at creating an inclusive working environment in which all employees are able to achieve a healthy work/life balance. We also offer a competitive salary packaging program aimed at increasing the take home pay for permanent employees.

### What our employees say about us

Our most recent confidential staff culture survey found:

- 84% of our employees are looking forward to continuing to work with us
- 85% believe the quality of our work is high
- 85% agree our working conditions are flexible
- 96% believe there is an open acceptance of cultural difference
- 81% like working with us

### Salary packaging

#### *General packaging*

3Bridges Community utilises its fringe benefit tax exempt status to provide remuneration packaging for eligible team members (permanent or fixed term employees). The premise of Salary Packaging is simple: reduce an employee's annual tax liabilities so that their disposable income is increased. This includes up to the maximum limit allowable under current fringe benefits tax legislation (currently set at \$30,000 grossed up) may be packaged as fringe (non-cash) benefits.

#### *Dining out expenses*

In addition, staff can access a Meal Entertainment Card which allows employees to set aside money from each pay to put exclusively towards dining out. This money is transferred to your card before it's subjected to income tax, so it effectively grants you tax free dining. Best of all, this benefit is available over and above the \$16,050 Salary Packaging threshold for 3Bridges Community permanent or fixed term employees. You can use your Meal Entertainment Card to pay at any restaurant, café, hotel, take away outlet with a dine-in facility or for meals provided by a caterer (such as wedding receptions or parties) where Visa is accepted.

#### *Venue hire*

3Bridges Community employees are also able to salary package accommodation and venue hire expenses in addition to general salary packaging. Employees can salary package the cost of holiday accommodation. It can be anything from an overnight stay to **accommodation** during a three month European holiday that you can package Tax Free without affecting what you normally Salary Package. It doesn't matter whether you stay in a caravan, cabin, motel, bed & breakfast or hotel. More details can be found at [racvsalarysolutions.com.au](http://racvsalarysolutions.com.au).

### Family Friendly Policies



### *Achieving Balance through Flexible Working Arrangements.*

3Bridges Community is committed to providing fair and flexible conditions to staff, understanding that we all need to balance a range of activities and roles in our lives. We offer family friendly policies for individuals that need increased flexibility, through leave and working conditions. These provide a basis for discussion and negotiation when family situations need more flexible work arrangements such as fractional and part-time employment, rostered days office, time in lieu and more.

The following policies and procedures recognise that the provision of flexible work options is linked to enhanced organisational capabilities.

#### Rostered Days Off (RDO)

As part of 3Bridges Community's flexible approach to working conditions permanent full time employees have access to rostered days off. Full-time 38 hour a week permanent workers are offered the opportunity to work an eight hour day in order to accumulate one rostered day off per four week cycle.

#### Time in lieu

By mutual agreement, an employee may be compensated by way of time off instead of payment of overtime (time for time) within three (3) months of it being accrued. This allows employees to attend personal commitments during traditional working hours.

#### Study Leave

Ongoing education of employees is valued by 3Bridges Community to support continuous improvement of service provision and career development. Employees can access up to 5 days per annum for approved training and development programs.

#### Maternity & parental leave

Our maternity leave provisions allow our employees to access parental leave when a child is born or adopted. Parental leave entitlements include maternity leave, paternity and partner leave, adoption leave, special maternity leave, a safe job and no safe job leave and a right to return to old job.

#### Variation to traditional office hours

Variation to traditional working hours will depend on the nature of the role and service commitments. An employee may be able to vary start and finish times by negotiating flexible working hours with their Manager.

#### Working from home

Our Working From Home Policy and procedures provides for casual / adhoc working from home arrangements where work traditionally performed in the work place may be carried out at home.

#### Part time options

A large percentage of our work force are employed on part time basis. This allows employees to manage their caring or parenting obligations more effectively.

#### Child Care

3Bridges Community operate both before and after school care as well as, vacation care across 5 sites in the St George and Inner West Region. Staff are able to access these services and bookings (subject to availability) can be made on a full-time or part-time basis.

#### Employees with disabilities and carer's responsibilities

3Bridges Community is a strong advocate for and supporter of job applicants or employees who have a disability, an illness or responsibility for the care of a family member. We assist employees to fulfil their carer's responsibilities by making reasonable adjustments to their working arrangements.

#### Leave Purchase Scheme

Full time employees are able to participate in a purchase leave program to achieve a work / life balance.



Employees may apply purchase either 10 days (2 weeks) or 20 days (4 weeks) additional annual leave in a 12 month period.

NAIDOC Week

All Aboriginal or Torres Strait Islander employees are entitled to one day off during NAIDOC Week to celebrate.