

## HAMILTON ISLAND POSITION DESCRIPTION

### POSITION DETAILS

<b>POSITION TITLE:</b>	Carpenter	<b>LOCATION:</b>	Hamilton Island
<b>DIVISION:</b>	Maintenance	<b>DIRECT REPORTS:</b>	Nil
<b>REPORTS TO:</b>	Carpenter Supervisor	<b>INDIRECT REPORTS:</b>	Nil
<b>DATE PREPARED:</b>	March 2012		

### JOB PURPOSE

Carries out general maintenance and repairs of buildings, fixtures and fittings and associated structures, including construction and renovation works as required, ensuring all work is carried out following the correct procedures to achieve a high standard of product quality.

### JOB RESPONSIBILITIES (NOT LIMITED TO)

- Ensures all buildings, fixtures and fittings are maintained and repaired on a timely basis as directed, ensuring a high standard of product quality.
- Prioritise and attend to urgent repairs of any description required for guest comfort to ensure a high level of guest satisfaction at all times.
- Responsible for the maintenance and security of all tools which are the property of HIE.
- Maintains accurate records of times and materials used on all workshop requisitions.
- Ensures allocated vehicles are maintained in a clean, safe and roadworthy condition at all times.
- Assists any other maintenance staff as requested.
- Maintains effective channels of communication through attending briefings, departmental and employee meetings to ensure all relevant information is passed between the appropriate parties.
- Performs any other duties as requested by the Carpenter Supervisor.

### EXPERIENCE & QUALIFICATIONS

- School Certificate or equivalent (Essential)
- 12 months experience in a similar role (Essential)
- Certificate III Carpentry (Essential)
- Previous experience in Tourism or Hospitality (Desirable)

### PERSON SPECIFICATION/SKILLS

- Good Personal Presentation
- Good communication and interpersonal skills
- Team Player
- Ability to work autonomously when required
- Flexible to Rostered shifts

### KEY WORKING RELATIONSHIPS

- All Departments
- All Guests
- Concessionaires
- HIE Executive Team and Stakeholders