

GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

PART 1: POSITION DETAILS

POSITION:	Building Maintenance Assistant
GRADE:	7
OCCUPANT:	Vacant
DEPARTMENT:	Planning & Environment
REPORTS TO:	Building Maintenance Coordinator
DIRECT SUBORDINATES:	0
CREATED:	22 June 2011
OPERATING BUDGET:	Nil
REVENUE:	Nil
CREATED:	31 July 2009
REVIEWED:	13 July 2017

PART 2: POSITION PURPOSE

- Carry out general maintenance of Council buildings, including but is not limited to residential accommodation at Cooee Lodge Retirement Village, Jack Towney Hostel, Orana Living.
- Carry out general maintenance and operations at Council's Waste Facilities.
- Carry out directives from Building Maintenance Coordinator and provide operational support to the Building Maintenance Officer.
- To provide operational support to the Planning and Environment Division.
- To provide operational support to Ranger Services.
- Carry out directives from Director Planning and Environment as required.

PART 3: POSITIONS ACCOUNTABILITIES (KEY RESULT AREAS – KRAs)

- Undertake long and short term maintenance programs for Council properties.
- Undertake general landfill operations and waste management at Council's waste facility.
- Undertake assessment of council buildings and provide comments to the Building Maintenance Coordinator on the condition of these buildings.
- Provide assistance in specific building projects, working with external contractors, staff and management.
- Undertake a range of maintenance functions such as:
 - a) service air conditioning units (evaporative and split systems)
 - b) assist Maintenance Officer in building construction
 - c) minor building repairs
 - d) minor plumbing repairs
 - e) minor tiling work
 - f) cleaning gutters at least annually and or as required
 - g) vandalism (break-in) repairs – may be required to be **called back** to work to attend to repairs (Payment for such will be via Clause 13 C. Overtime Call Back - of the Local Government Award)
 - h) concreting general minor works
 - i) paving
 - j) fencing
 - k) minor Landscaping and lawn mowing duties

- l) painting
- m) minor plastering
- n) attend to unscheduled works as required
- o) fixing screen doors
- p) other repairs to buildings, equipment and similar items as required.
- q) completing time sheets and job costing
- r) clean windows, doors, floors and walls
- s) perform minor arc welding repairs
- t) cleaning light fittings
- u) service electrical cords and tag appropriately after inspection and testing

This is a general position description only and the employee may be required to perform any other duties as directed by the General Manager or their nominee within the skills possessed.

PART 4: WH&S REQUIREMENTS

Employees: As individuals, employees will:

- Take all reasonable & practicable steps for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions imposed in the interest of health and safety;
- Not wilfully interfere with or misuse items or facilities provided in the interest of health, safety and welfare of employees; and
- In accordance with agreed procedures for accident and incident reporting, report potential and actual hazards to either their elected health and safety representatives, or supervisor

Supervisors: Supervisors are responsible for the day to day supervision of employees. In particular, supervisors will:

- Ensure that all activities are performed in accordance with Gilgandra Shire Council Work Health & Safety rehabilitation procedures, legislation or good practice;
- Review all tasks to assist in improving safety;
- Promote and communicate Work Health & Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

PART 5: SELECTION CRITERIA

Essential

- Current Class C Driver Licence
- Relevant building maintenance and general handyman experience
- Ability to operate and maintain small plant item
- Sound oral and written communication skills
- Sound literacy and numeracy skills
- Empathy towards people with disabilities and the elderly
- Demonstrated ability to complete tasks unsupervised
- National Police Certificate or willingness to obtain
- Possession of or willingness to obtain WH&S Construction Induction Training (White Card)

Desirable

- Front end loader/backhoe certification
- Forklift licence
- Applicable trade experience and qualifications
- Bonded asbestos handling qualifications
- Demonstrated ability to work within a team environment

PART 6: MISCELLANEOUS (TERMS & CONDITIONS)

- **Working hours:** 38 hours per week on basis of 9 day fortnight
- **Delegations:** as per policy
- **Special conditions of employment:** NIL
- **Additional duties / Relief Duties:** Relief Ranger

PART 7: ASSOCIATED DOCUMENTS

SKILL DESCRIPTORS

Authority & Accountability

- Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor.
- Decisions made by the job holder affect the work and activities of others within the work group or team.
- The work of the job holder influences the external environment by ensuring services are consistent with Council standards.
- The jobholder complies with operational requirements in cooperation with or under the supervision of other employees. Other employees or members of the public may be affected by the employee's acts or omissions.
- The job holder has little or no responsibility for budget development.
- Look for ways to save costs. Be conscious of budget constraints and be aware of cost implications of own actions within own work area.

Judgement and Problem Solving

- Problems are of a routine nature requiring little if any analysis.
- The jobholder is required to contribute to work improvement processes, making improvements to existing methods and techniques.
- Little planning is required since activities are self regulating or monitored by others.
- Broadly understand the section's goals and how the job role contributes to them. Be familiar with Council structure, products and customers. Understand the overall organisation's vision and direction.

Management Skills

- Responsible for own work and not normally required to direct or supervise other personnel.

Interpersonal Skills

- This job requires written communication skills which enable the job holder to complete standard forms.
- The job holder is required to provide information to customers and assist with routine service problems and should recognise when a problem is 'too delicate' or 'volatile' to be handled by self and refer to others.

- Required to provide service to internal customers as a regular part of the job. Service includes answering queries, providing documentation, sourcing advice and referring queries to appropriate personnel.
- Expected to cooperate with co-workers in creating smooth workflow, including assisting with each other's work when necessary.
- This job requires communication skills which enable the job holder to perform the following activities:
 - Provide information and explain situations
 - Participate in meetings/group discussions
 - Advise, recommend or counsel
- The job holder is required to interact with the following groups or individuals within the council on a regular basis and for the purpose show below:
 - Provide and obtain information:
 - Other Council Employees (not including direct reports)
 - Advise or recommend:
 - Section Managers/Team Leader
- The job holder is required to interact with the following groups or individuals outside the council and for the purpose listed below:
 - Provide and obtain information:
 - Members of the public/residents/ratepayers
 - Local Business

Qualifications and Experience

- Basic working knowledge of procedures or practices in one function. Jobs requiring either general schooling, Year 12 standard, or specialist training in one specific subject or skill, eg. Completing a TAFE Certificate Levels 1 & 2 (1 year full time).
- It would be expected that the person would have two, but less than four year's experience.
- In addition the qualifications and experience, the job holder must possess the following licences or certificates:
 - Driving Licence Class C (Car)

Specialist Knowledge and Skills

- The operational knowledge needed by the jobholder includes knowledge of the structure and functions of the jobholder's department, including sections within the department.
- In addition, the job holder requires the following level of technical skills

Solid working knowledge areas:

- Construction Techniques/Methods
- Garden labouring
- Fencing
- Concrete finishing
- Backhoe operation
- Forklift operation
- Dog control
- Livestock control
- Traffic control
- Brick paving
- Painting & sign writing
- String lines and work layout
- Welding

Basic Knowledge areas:

- Record keeping (eg timekeeping, expenditure logs etc)
- Building systems and constructions
- Plumbing and drainage surveying
- Demolition
- Australia Standards
- Hazardous site analysis
- Purchasing and procurement
- Stores procedures
- Appliance repair
- Switchboards (design/construction/maintenance)
- Air conditioning
- Lighting
- Security systems
- Fire alarm systems
- Waste management
- Occupational Health and Safety Program
- Carpentry and joinery
- Timber framing
- Form work
- Brick laying
- Roof plumbing
- Water supply fittings
- Wall surface treatment
- Surface preparation
- Material properties and applications
- Property maintenance assessment

COMPETENCY STEPS

GILGANDRA SHIRE COUNCIL

ENTRY

COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
		Assessment Methods Observation: OB Demonstration: DM Work Sample: WS Training Records: TR Questioning Discussion: QD	X
Ability to prepare surfaces and apply paint correctly	Demonstrated ability		
Ability to remove formwork, clean and tidy up after work is completed	Demonstrated ability		
Ability to understand basic WH&S principles	Demonstrated ability		
Ability to use hand held tools	Demonstrated ability		
Ability to work in a team environment	Demonstrated ability		
Possess a Class C drivers License	Possession of Qualification		
Ability to operate and maintain small plant items	Demonstrated ability		
Demonstrate empathy towards the elderly and/ or persons with disabilities	Demonstrated ability		
Ability to complete time sheets and costing for tasks performed	Demonstrated ability		
Ability to work unsupervised	Demonstrated ability		
National Police Certificate	Possession of Check		
Sound Literacy & Numeracy Skills	Demonstrated ability		
WHS Construction/Induction (White) card	Possession of Qualification		
Minimum 2 years relevant experience	Demonstrated ability		

STEP 1

COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
Ability to liaise with Council management and staff and external customers	No reasonable complaints		
Ability to service evaporative AC units	Demonstrated ability		
Ability to undertake minor building construction	Demonstrated ability		
Ability to undertake minor building repairs & maintenance	Demonstrated ability		
Ability to undertake minor plumbing repairs	Demonstrated ability		
Ability to assess site safety conditions and to complete risk assessments and prepare SWMS	Demonstrated ability		
Ability to carry out pre-start checks on all plant & machinery used	Demonstrated ability		
Demonstrate basic understanding of waste management functions	Demonstrate ability		

Possession of a Forklift License	Possession of Qualification		
Possess qualifications in bonded asbestos handling	Possession of qualification		

STEP 2			
COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
Partake in annual building inspections for budget purposes	ACT inspections		
Ability to check maintenance book & report to Building Maintenance Coordinator	ACT		
Ability to check smoke detectors and change batteries	ACT & Demonstrated ability		
Ability to undertake minor glazing work	Demonstrated ability		
Knowledge & Ability to undertake vermin control	Demonstrated knowledge & ability		
Ability to undertake minor tiling work	Demonstrated ability		
Ability to competently operate a front end loader operator	Possession of Qualification		

STEP 3			
COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
Ability to assist in fire drills leading to safe evacuation	ACT & Demonstrated ability		
Understanding of recycling functions and waste reduction / avoidance objectives	Demonstrate ability		
Obtain Certificate II in General construction or equivalent	Possession of Qualification		

STEP 4			
COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
Obtain Certificate III in General construction or equivalent	Possession of Qualification		
– Ability to test & tag electrical cords to regulation requirements	Possession of Qualification		
Ability to perform basic arc welding	Demonstrated ability		
Obtain Certificate II in waste management practises or equivalent	Possession of Qualification		
Basic understanding on building assessment management and the associated plans	Demonstrated knowledge		

KEY PRINCIPLES AND VALUES

The following principles and values are considered to be key requirements of our organisation. All Councillors and Staff are expected to demonstrate these values and principles in their dealings with each other and with the community.

Integrity

We must not place ourselves under any financial or other obligation to any individual or organisation that might reasonably be thought to influence us in the performance of our duties.

Leadership

We have a duty to promote and support the key principles by leadership and example and to maintain and strengthen the public's trust and confidence in the integrity of Council. This means promoting public duty to others in the Council and outside, by our own ethical behaviour.

Selflessness

We have a duty to make decisions solely in the public interest. We must not act in order to gain financial or other benefits for ourselves, our family, friends or business interests. This means making decisions because they benefit the public, not because they benefit the decision maker.

Objectivity

We must make decisions solely on merit and in accordance with our statutory obligations when carrying out public business. This includes the making of appointments, awarding of contracts or recommending individuals for rewards or benefits. This means fairness to all; impartial assessment; merit selection in recruitment and in purchase and sale of council's resources; considering only relevant matters.

Accountability

We are accountable to the public for our decisions and actions and must consider issues on their merits, taking into account the views of others. This means recording reasons for decisions; submitting to scrutiny; keeping proper records; establishing audit trails.

Openness

We have a duty to be as open as possible about our decisions and actions, giving reasons for decisions and restricting information only when the wider public interest clearly demands. This means recording, giving and revealing reasons for decisions; revealing other avenues available to the client or business; when authorised, offering all information; communicating clearly.

Honesty

We have a duty to act honestly. We must declare any private interests relating to our public duties and take steps to resolve any conflicts arising in such a way that protects the public interest. This means obeying the law; following the letter and spirit of policies and procedures; observing the code of conduct; fully disclosing actual or potential conflict of interests and exercising any conferred power strictly for the purpose for which the power was conferred.

Respect

We must treat others with respect at all times. This means not using derogatory terms towards others, observing the rights of other people, treating people with courtesy and recognising the different roles others play in local government decision making.