

GILGANDRA SHIRE COUNCIL
POSITION DESCRIPTION

PART 1: POSITION DETAILS

Position Title:	Maintenance Officer
Grade:	10
Occupant:	Vacant
Department:	Planning & Environment
Reports to:	Building Maintenance Coordinator
Direct Subordinates:	Nil
Number of Subordinates:	Nil
Operating Budget:	N/A
Revenue:	N/A
Created:	March 2012
Reviewed:	13 July 2017

PART 2: POSITION PURPOSE

- Carry out general maintenance of Council buildings, including residential accommodation at Cooee Lodge Retirement Village, Jack Towney Hostel, Orana Living.
- Carry out general maintenance and operation works at Waste Facilities
- Undertake necessary new building construction works.
- To provide operational support to Ranger Services.
- Carry out directives from Maintenance Manager.
- To provide operational support to the Planning and Environment Division.
- To provide operational support to other divisions of Council as necessary.

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

- Undertake maintenance programs for Council properties.
- Undertake assessment of council buildings and provide comments to the maintenance manager 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:-
 - Service air conditioning units (Evaporative and Split Systems)
 - Undertake new construction works
 - Minor building repairs
 - Minor plumbing repairs
 - Minor tiling work
 - Cleaning gutters at least annually
 - Vandalism (break-in) repairs –
 - Concreting general minor works
 - Paving
 - Fencing
 - Minor Landscaping and lawn mowing duties
 - Painting
 - Minor Plastering
 - Attend to unscheduled works as required
 - Fixing screen doors

- Other repairs to buildings, equipment and similar items as required.
 - Completing time sheets and job costing
 - Clean windows, doors, floors and walls
 - Perform minor arc welding repairs
 - Cleaning light fittings
 - Service electrical cords and tag appropriately after inspection and testing
- As required be available to be **called back** to work to attend to emergency building repairs (Payment for such will be via Clause 13 C. Overtime Call Back - of the Local Government Award)

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 his nominee, within the skills possessed.

PART 4: WH&S REQUIREMENTS

Employees: As individuals, employees will:

- Take all reasonable and 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 willfully 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 and safety rehabilitation procedures, legislation or good practice;
- Review all tasks to assist in improving safety,
- Promote and communicate Work Health and Safety and rehabilitation with employees, contractors, service users, customers, and members of the public.

PART 5: SELECTION CRITERIA

Essential

- Current Class C Drivers Licence
- Trade qualifications (Carpentry) or relevant building construction qualifications (Certificate III)
- Minimum 2 years relevant experience
- Ability to operate and maintain small plant items
- Sound oral and written communication skills
- Sound literacy & numeracy skills
- Demonstrated ability to work within a team environment
- Empathy towards people with disabilities and the elderly
- Demonstrated ability to complete tasks unsupervised
- National Police Certificate
- Possession of WorkCover WH&S Construction Induction Training (White Card)

Desirable

- Front-end Loader/Backhoe (LB)
- Bonded Asbestos Handling qualifications
- Ability to handle dogs and cats
- Ability to handle livestock
- Track Loader certification

PART 7: ASSOCIATED DOCUMENTS

SKILL DESCRIPTORS

Authority and 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 solved by applying standards, established practises and procedures, or operating instructions.
- The jobholder is required to make judgements and interpretations based on analysis of information and straightforward situations and is responsible for improving and developing methods and techniques.
- Regular planning is required to ensure activities and resources are coordinated for day to day work or that projects run to schedule.
- 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

- Occasional supervision of employees performing the same or very similar tasks.
- The person offers recommendations regarding:
 - Assigning work activities
 - Identifying training needs
 - Handling employee complaints
 - Disciplinary actions
- The job holder approves and makes final decisions in the following work areas:
 - Coaching
- The job holder supervises 1 to 5 contractors.

Interpersonal Skills

- This job requires written communication skills which enable the job holder to complete standard forms.
- The jobholder 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.
- Responsible for frequent coordination of and communication with other workers to gain cooperation for work production or service quality.
- This job requires communication skills which enable the job holder to perform the following activities:
 - Provide information and explain situations
 - Train one-to-one
 - 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 shown below:

Provide and obtain information:

- Department/Division Heads
- Other Council Employees (not including direct reports)

Advise or recommend:

- Section Managers/Team Leaders

- 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
- Commercial/industrial/development representatives (eg vendors, builders, clients)
- Employees of other councils
- Local Business

Qualifications and Experience

- Thorough knowledge of one function and the concepts associated with a specialist area OR a functional position requiring the application of highly specialised knowledge regarded as an internal expert in a single discipline. Both require a wide education, probably TAFE Certificate Level 4 or diploma level, or semi-professional qualification, together with considerable personal experience.
- It would be expected that the person would have one, but less than two year's experience.
- In addition to the qualifications and experience, the job holder must possess the following licences or certificates:
 - Driving Licence Class C (Car)
 - First Aid Certificate
 - Confined Spaces Legislation Certificate

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.

Comprehensive Knowledge areas:

- Carpentry and Joinery
- Timber Framing

Solid Working Knowledge areas:

- Building Systems and Construction
- Construction Techniques/Methods
- Hazardous Site Analysis
- Appliance Repair
- Fire Alarm Systems
- Fencing
- Concrete Finishing
- Form Work
- Brick Paving
- Roof Plumbing
- Plan/Diagrammatic Interpretation
- String Lines and Work Layout
- Property Maintenance Assessment
- Apprenticeship Training

Basic Working Knowledge areas:

- PC Applications Software (eg Lotus, Dabs, desktop publishing)
- Record Keeping (eg timekeeping, expenditure logs etc)
- Building Management and Development
- Fire Safety/Evacuation
- Energy Conservation
- BCA-deemed to satisfy
- Demolition
- Australia Standards
- Purchasing and Procurement
- Stores Procedures
- Switchboards (design/construction/maintenance)
- Airconditioning
- Lighting
- Security Systems
- Occupational Health and Safety Program
- Dog Control
- Brick Laying
- Brickwork Code
- Plumbing
- Sanitary/Sewer Plumbing
- Water Supply Fittings
- Water Board/Council Codes
- Painting & Sign Writing
- Wall Surface Treatment
- Surface Preparation
- Paint Mixing
- Welding
- Scaffolding Systems
- Material Properties and Applications

COMPETENCY STEPS

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 operate power tools	Demonstrated ability		
Ability to prepare surfaces and apply paint correctly	Demonstrated ability		
Minimum 2 years relevant experience	Demonstrated work history		
Ability to understand basic WH&S principles	Demonstrated ability		
Trade qualifications (Carpentry) or relevant building construction qualifications (Certificate III)	Possession of Qualification		
Ability to work in a team environment	Demonstrated ability		
Possess a Class C drivers License	Possession of Qualification		
Ability to fill out daily time-sheet accurately	Demonstrated ability		
Ability to operate and maintain small plant items	Demonstrated ability		
Demonstrate empathy towards the elderly and/ or persons with disabilities	Demonstrated ability		
Sound oral and written skills	Demonstrated ability		
Ability to work unsupervised	Demonstrated ability		
Australian Federal Police Check	Possession of Check		
Sound Literacy & Numeracy Skills	Demonstrated ability		
WHS Construction/Induction (White) card	Possession of Qualification		

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 building construction works	Demonstrated ability		
Ability to undertake building repairs & maintenance	Demonstrated ability		
Ability to undertake minor plumbing repairs	Demonstrated ability		
Ability to assess site safety conditions, complete risk assessments and develop safe work method statements	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		
Confidently handle domestic animals such as cats and dogs	Demonstrate ability		
Ability to assist Council Ranger in managing straying stock.	Demonstrate ability		
Solid working knowledge of brick paving and formwork techniques.	Demonstrated ability		
Ability to complete time sheets and costing for tasks performed	Demonstrated ability		
Possess qualifications in bonded Asbestos Handling	Possession of Qualification		
Basic knowledge of Council computers applications and the electronic maintenance request system	Demonstrated ability		
Basic knowledge of purchasing, procurement and stores procedures	Demonstrated ability		

STEP 2			
COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
Partake in annual building inspections for budget purposes	ACT inspections		
Basic electrical knowledge includes switchboards, air conditioning, lighting, Security and fire alarm systems	ACT		
Ability to service smoke detectors	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		
Comprehensive knowledge of maintenance request system	Demonstrated knowledge & ability		
Ability to undertake building assessments and to recommend a program of works	Demonstrated knowledge & ability		

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		
Solid working knowledge of building systems and building constructions methods	Demonstrate ability		
Solid working knowledge of concrete finishing and fencing constructions methods.	Demonstrate ability		
Ability action programmed maintenance.			

STEP 4			
COMPETENCY	PERFORMANCE CRITERIA	COMPETENT	NOT YET COMPETENT
– Ability to test & tag electrical cords to regulation requirements	Possession of Qualification		
Ability to perform basic arc welding	Demonstrated ability		
Possess a front end loader operator license	Possession of Qualification		
Obtain Cert II in waste Management practices or equivalent	Possession of qualification		
Solid working knowledge of Hazardous Site Analysis	Demonstrated ability		

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.