

POSITION DESCRIPTION

Position Details

Position Title:	Maintenance Officer
Award Classification:	BW1-2 (in line with skills, qualifications and experience)
Employment Conditions:	Queensland Local Government Industry (Stream C) Award – State 2017
Department / Branch:	Engineering / Asset Management
Principal Location:	Council Depot, Hughenden
Reports to:	Building Supervisor (or as directed)
Direct Reports:	Nil

Position Objective

The purpose of the role is to perform tasks and duties relevant to the maintenance of Council assets ensuring that all works are carried out in a safe, timely, efficient and effective manner, whilst projecting and promoting a professional, efficient, courteous and customer focused image and adhering to the values of Flinders Shire Council.

As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Key Responsibilities

Maintenance and Repairs

- Perform maintenance tasks in accordance with the relevant role requirements and other duties as required.
- Provide after hours and weekend services as determined by scheduled maintenance and role responsibilities
- Maintain a positive approach, encourage teamwork and cooperation and sustain effective internal and external relationships
- Complete work activities as directed by the Building Supervisor, including participating in a rotation of activities, assisting other team members in works completion and engaging in solution generation and implementation.
- Ensure safe work practices are established, monitored and maintained to minimise and/or reduce harm to individuals, plant and equipment, including members of the public.
- Follow reasonable directions to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster or event.
- Ensure that your obligation with respect of Workplace Health and Safety and all relevant policies, procedures and legislative requirements are modelled and followed.

Specialised Requirements – Maintenance Work

- Fully maintain, install, inspect and repair all council facilities and open space infrastructure and in accordance with approved drawings, specifications and Australian Standards.
- Sound ability to interpret plans and construction drawings.
- Sound working knowledge of trade practices as they relate to maintenance and construction of council facilities and open space infrastructure

General

- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level
- Actively promote the values of the organisation to staff
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently

Administration

- Ensure general administration and records management requirements are being met
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep your supervisor/manager appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live the values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Flinders Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Flinders Shire Council Work Health and Safety (WH&S) requirements, including the WH&S Management System, and WH&S Policies, Procedures and work instructions.

In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Other Requirements

- This position operates from Council's Administration Office in Hughenden, however, may be required to travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role.
- Travel (including outside of normal hours) to attend training may be required
- The incumbent must be:
 - prepared to work flexible hours to meet the requirements of the position;
 - willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;
 - medically fit and physically capable to meet requirements of the position;
 - Prepared, if required, to undertake a medical assessment by Council's medical practitioner; and
 - Prepared, if required, for Council to undertake a Criminal History Check

Organisational Relationships and Delegations

Internal: Engineering Services Team and other portfolios across Council

External: General public, government departments, contractors, suppliers and community groups

Delegations: The Maintenance Officer works under limited direction, has the skills to manage time and organisational priorities. This position has delegated decision making and purchasing authority in accordance with Council's Delegation Register and Procurement Policy.

Selection Criteria

Essential

1. Trade based background (preferably carpentry or mechanical fitter/welder) and/or industry experience relevant to the role.
2. Current unrestricted Queensland "C" class manual driver's licence. (Essential).
3. Construction Safety (White Card) (30215 QLD – Course in General Safety Induction for the Construction Industry) or ability to attain.
4. Certificate associated with the successful completion of the Safe Working Near Live Exposed Parts training course, or ability to attain.
5. Knowledge of the Workplace Health & Safety Act, Advisory Standards, Industry Codes of Practice and all other associated legislation and guidelines relevant to the position.
6. Ability to safely operate a range of light plant, machinery and equipment associated with maintenance and construction projects within a rural and urban environment.
7. Sound oral, written communication and interpersonal skills with the ability to effectively and professionally engage with others.

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8. Sound customer service skills with the ability to develop and maintain both internal and external work relationships.
 9. Sound problem solving skills with the ability to achieve creative, effective and efficient solutions to challenges and changes.
 10. Effective time and workload management skills and the ability to prioritise tasks.
 11. Demonstrated ability to work independently and as part of a team to obtain team objectives.

Desirable

12. Trade qualifications in carpentry is highly desirable but not essential
13. Level 2 Operational Inspection course.
14. Current unrestricted Queensland "MR" class licence or the ability to attain.
15. First Aid Certificate.
16. Child Suitability (Blue Card) or ability to attain.

Authorisation

Position Approved By: Misenka Duong, Director of Engineering

Signature: _____ **Date:** _____

Receipt and Acknowledgement

I, _____ have received a copy of the attached position description. I have read this position description, and I understand all my job duties and responsibilities. I further understand that my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I will be notified of these changes in writing and have an opportunity to ask any questions with my immediate supervisor. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: _____ Date: _____