

Building Maintenance Officer

Incumbent Vacant - Temporary

Department Environment and Planning

Main Purpose of the Role

To assist maintenance team coordinate and facilitate carpentry, grounds maintenance and general maintenance works on Council assets in accordance with adopted codes and standards to ensure Council's assets are maintained in good condition.

To promote the image of Council as being caring, courteous and efficient.

Reports to Manager of Waste and Facilities & Director Environment and Planning

Staff Supervised Nil.

Hours of Work Temporary 6 mth position – 38 hours per week

Salary	Grade	9	Band	1	Level		Step	2
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Last Reviewed August 2017

Part 1 – Operational Duties

- To undertake carpentry and general maintenance work and lawn/grounds maintenance on Council's assets as directed;
- To provide operational support to pool lifeguards/Managers in the control of water quality and maintenance of pool infrastructure;
- Distribution of some kerbside collection bins;
- To be responsible for the care, control and maintenance of all tools and equipment allocate to the position and to undertake daily service and routine maintenance on the items of plant / equipment being used;
- To undertake other duties within the skill range as directed by the Maintenance team, Manager Waste & Facilities, Director Environment & Planning.

Authority and Accountability

Decisions are either guided by practices, procedures and precedent or made in consultation with the immediate supervisor.

Some planning is required since activities and resources need to be co-coordinated.

Judgement and Problem Solving

Problems are solved by applying standards, established practices and procedures, or operating instructions.

The job holder is required to recommend and make normal improvements to existing methods and techniques.

Management Skills

The job holder is 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.

Expected to co-operate 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:

- Exchange/explain information
- Explain situations.

Essential Criteria for Appointment

- Demonstrated experience in carpentry work and/or the maintenance of residential, commercial and industrial buildings;
- Ability to undertake grounds maintenance;
- Demonstrated ability to act independently;
- Well-developed communication skills, both written and oral;
- Demonstrated initiative and innovative approaches to problem solving and decision-making;
- Ability to adapt and be flexible when faced with changing circumstances;
- Current WorkCover Construction Industry Induction Card or ability to obtain one coupled with an understanding of Work Health and Safety (WH&S) issues applying to work places.

Step 1 Pre-requisites

Skills, knowledge and other attributes for the position have been developed to a level where the work performance is accepted as competent.

The assessment of performance being against the following:

- Plant, tools and equipment is operated in accordance with manufacturers' specifications, Council procedures and statutory requirements;
- Demonstrated ability to select appropriate tools and equipment for the task at hand;
- Undertake construction processes grounds maintenance and general carpentry work;
- Undertake general painting and decorating works.

Step 2 Pre-requisites

Quality and quantity of work are consistently performed at a higher than competent level.

The assessment of performance being against the following:

- Pre-requisites from Step 1, plus:
- Demonstrated ability to undertake concreting to simple forms.

Step 3 Pre-requisites

N/A

Step 4 Pre-requisites

N/A) for this position.

Part 4 – WHS & R Responsibilities Accountabilities and Authorities

The following responsibilities, accountabilities and authorities set out hereunder form part of your job description.

WHS & R Responsibilities

- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work to your Supervisor;
- Comply with all safe work practices and procedures set in place by Management (following consultation with relevant employees) and to observe all instructions issued to protect your health and safety or the health and safety of others;
- Only undertake tasks that you have been appropriately trained in, and are qualified and competent to undertake in accordance with WorkCover and other requirements;
- Work towards achieving set WHS&R targets and target completion times;
- Support Rehabilitation in the workplace;
- Cooperate with Council in the fulfilment of obligations placed upon Council in accordance with the Work Health and Safety Act 2011 and Regulations;
- Participate in workplace WHS&R inspections
- Be vigilant and report risks that may affect persons outside Council i.e. members of the public, visitors, etc.
- Such risks may be due to deterioration in roads, footpaths, parks, drains and other infrastructure
- Ensure any WHS&R Records are created and maintained in accordance with Council's policies and procedures
- Assist Management and/or trained staff in conducting WHS Risk Assessments and in the implementation of control measures.

WHS & R Accountabilities

- Following all Council Safe Work Practices and Procedures;
- Reporting all incidents, accidents and injuries prior to completion of work on the day;
- Participating in Team meetings;
- Complying with all externally issued safety and health instructions issued by WorkCover and government Agencies;
- Attending all compulsory and relevant training.

WHS & R Authorities

- To fix any problems/hazards within your scope of responsibility and financial delegation;
- To immediately report any problem/hazards outside of your scope of responsibility or financial delegation to your Manager, Supervisor or Team Leader for immediate action.

Critical Physical Factors

The following Critical Physical Factors are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these Critical Physical Factors as an inherent requirement of their employment.

- Ability to lift 25kgs from ground height frequently
- Ability to lift 15kgs overhead
- Ability to squat and kneel on one or both knees for regular periods of up to 10 minutes and to crawl to access confined spaces
- Capacity for sustained overhead work and the ability to reach above shoulder height to manipulate tools whilst working in restricted work spaces for periods of 5 minutes
- Ability to repetitively climb over and under machinery
- Ability to stand for constant periods
- Ability to walk and carry tools and equipment – 15kgs
- Ability to climb ladders and/or steps to access machinery frequently
- Ability to walk on both even and uneven ground
- Ability to push loaded wheelbarrow over uneven ground
- Capacity for sustained sitting / travelling over rough terrain in road construction vehicles such as tractor, roller, grader, truck etc
- Capacity for frequent and repetitive light tool work involving hand twisting, hammering, hand sawing for periods of 10 minutes
- Adequate hand grip and finger dexterity to maintain various types of grips
- Capacity to move frequently between standing, kneeling, squatting and lying
- Ability to flex, extend and rotate neck and lower back frequently

Work Environment

- Outdoors in all weather conditions including heat, cold, wet
- Outdoors – sunlight and ultra violet exposure
- Dust, fumes etc from operating machinery
- Noise from operating machinery
- Exposure to oils, greases and fuels
- Out of hours calls for assistance.

Work Hazards

- Travel - job sites are located throughout the Shire.
- Traffic - work is generally on trafficked roads and can be in the vicinity of earthmoving plant, specialist tools, chainsaws, power tools, etc.
- Lifting - manual lifting for routine repairs.
- Chemical handling
- Confined spaces

Part 6 – Miscellaneous

Delegations

Nil.

Special Conditions of Employment

Nil.

Additional Duties

Nil.



Greater Hume Shire

simply greater

Casual Maintenance Worker/ Handyman – 6 month position

Applications are invited for a Maintenance Worker/ Handyman to assist the maintenance team performing essential upkeep tasks throughout the local government area. In the role you will be responsible for a wide variety of activities including basic fixes to equipment and building systems and ensuring all facilities are safe, clean and functional.

You will be required to perform carpentry, grounds maintenance and general maintenance works on Council's assets in accordance with adopted codes and standards to ensure assets are maintained in good condition. In the role you will also provide operational support for Council's five public pools such as control of water quality, maintenance of pool infrastructure and clerical assistance.

Salary and Conditions

This position is graded at Grade 9 Step 2 Casual under Council's salary system with salary of \$1,389.62 gross per 38 hour week.

Enquiries

Council's Employment Application Guidelines and Position Description can be downloaded from Council's website.

Further information regarding the above position can be obtained by contacting Council's Manager Waste and Facilities, Andrew Shaw
T: 02 6044 8926.

Applications along with your resume should be emailed to jobs@greaterhume.nsw.gov.au. Applications for the above position will be received until 5pm Friday, 15 September 2017.

Greater Hume Shire is committed to providing a workplace that is free from discrimination and harassment and provides equal employment opportunities for current and prospective employees.