

POSITION DESCRIPTION

POSITION	POSITION NUMBER
Facilities Maintenance Tradesperson	1815
CLASSIFICATION	ANZSCO CODE
Band 3	599915
DEPARTMENT	DIVISION
Property & Facilities Management	Infrastructure and Environment
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019	Ring Road Depot

Position Objectives

- To work independently (or as a team member if required) to provide reactive and programmed maintenance to Councils range of facility assets, in line with the works program, to the standards required by Service Level Agreements, specifications, and the Facilities Management Team.
- To efficiently and effectively undertake building construction and maintenance works as required using the application of a high level of skill.

Key Responsibility Areas

- Provide support to the Supervisor Facilities Maintenance, in delivery of the day-to-day facility maintenance tasks.
- Provision of high quality building maintenance and construction services with minimal supervision. Such services include (but not limited to) carpentry, plastering, painting, door hardware repairs, use of static machinery, bricklaying and concreting.
- Conduct work across a range of maintenance and construction areas, with an emphasis on multi-skilled tasks.
- Carry out minor repairs to building assets to comply with Essential Safety Measures by immediate implementation, subject to availability of contractors and time constraints.
- Provide hands-on supervision and management of minor works, apprentices, and contractors as required.
- Develop expertise and abilities across the full range of maintenance and construction activities over time.
- Conduct work in line with the requirements of the Service Level Agreements and specifications, to the timing set in the works program and to the standards specified for the section.
- Provide technical advice in regard to building construction and maintenance operations.
- To identify any safety hazards and to propose methods of minimising and eliminating those hazards.
- Assist in the input of data into the Corporate Management System.
- Assist in Defect Inspections, and Compliance Auditing of Council Facilities.
- Be prepared to work overtime hours to maintain safe and effective works and to deliver required customer service.
- To provide continuity of service delivery when other members of the Facilities Maintenance Team are absent or on leave.

POSITION DESCRIPTION

From a Health & Safety perspective the City of Ballarat requires the following:

All Employees and Volunteers

- Report hazards, incidents, injuries and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in *monthly* team meetings.
- Comply with the City of Ballarat safety system
- Participate constructively in all forums set up to investigate, improve or communicate safety.

REPORTS TO:	DIRECT REPORTS:
Facility Maintenance Supervisor	Nil
ORGANISATIONAL RELATIONSHIPS	
Internal: All Council Employees	External: General Public Council Staff Council Building Occupiers and User Groups Government Departments and Agencies Contractors and Suppliers

Accountability and Extent of Authority

- Responsible for the performance and quality of works undertaken.
- Undertake daily activities efficiently and effectively under general supervision.
- Hands-on supervision of other personnel in the conduct of maintenance and construction work, as required.
- Ensure all employees under direction are trained in safe work practices.

Judgement and Decision Making

The incumbent will be required to:

- Prioritise works based on a given set of clearly defined criteria.
- Determine appropriate maintenance methods from a range of techniques and processes for the temporary repair of assets.
- Make timely, logical decisions.
- Inspect and assess assets, and report their condition back to the Facilities Maintenance Supervisor.
- Ensure all aspects of work are carried out in a manner that complies with all relevant safety guidelines and the safe operating procedures used by the Division.
- Exercise independence and fairness when directing others.

Specialist Skills and Knowledge

- Ability to undertake minor building maintenance works, outside of formal qualification, or willingness to undertake appropriate and relevant training.
- A sound knowledge of building trades sufficient to provide guidance to a work team.
- Ability to safely operate a range of machinery and equipment, including static machinery, within the work environment.
- Ability to read and interpret building and construction plans.
- A good knowledge of a wide range of maintenance and construction work.
- Provide advice on materials, equipment, and maintenance and construction procedures.

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Management Skills

- Under general supervision, perform work and manage own time.
- Provide on-the-job advice and guidance as required.
- A commitment to the on-going safety of all fellow workers in the section.

Interpersonal Skills

- The ability to be adaptable and work with on-going change.
- The ability to communicate with a variety of employees throughout the organisation, sub-contractors and other stakeholders.
- Treat customer and public requests or comments in a courteous and efficient manner, and refer these to the appropriate authority within the section.

Qualifications and Experience

- A recognised trade certificate in carpentry/joinery, bricklaying or concreting, or equivalent experience, is essential.
- Some experience in maintenance and construction carpentry is required.
- Current manual Victorian Driver's Licence is essential, and endorsed for light truck is desirable.
- An intermediate understanding of computers is essential.

SELECTION CRITERIA

- Qualifications and experience as listed above.
- Some experience working with steel would be an advantage.
- An understanding and knowledge of current building and work practices.
- Proven ability to provide high quality work within time constraints in the maintenance and construction field.
- Knowledge and understanding of health and safety issues relevant to work activities and work area.
- An ability to utilise intermediate computer skills, and familiarity with associated software.
- Demonstrated ability to champion, model and promote the corporate values.

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date: