

**WORKING FOR VICTORIA
POSITION DESCRIPTION**

TITLE	Buildings Maintenance Officer
DIRECTORATE	Community Assets & Infrastructure
SERVICE UNIT	Asset Management
POSITION NUMBER	WV23
AWARD CLASSIFICATION	Band 4 - Victorian Local Government Award 2001, as amended by the Moorabool Enterprise Agreement No 8, 2017
APPROVED BY	General Manager, Community Assets & Infrastructure
DATE CREATED	May 2020

PART B - POSITION OVERVIEW

POSITION OBJECTIVES

Under the direction of the Buildings Maintenance Technical Officer the key objectives of the position are:

- undertake routine maintenance and repairs to Council buildings, structures and other associated infrastructure throughout the municipality. This includes Council Offices, Community and Child Care Centre's, Sporting Club Pavilions, Libraries, Public Toilets, Public Halls, sheds and other structures.
- provide a customer focus that projects an image of Council as a friendly and professional organisation that provides courteous and prompt services

ORGANISATIONAL RELATIONSHIPS

REPORTS TO	Buildings Maintenance Technical Officer
SUPERVISES	Nil
INTERNAL RELATIONSHIPS	Asset Management, Operations and other service units and service providers
EXTERNAL RELATIONSHIPS	Customers, service authorities, contractors and suppliers

KEY RESPONSIBILITY AREAS

KEY RESPONSIBILITY AREAS

General

- Undertake administrative tasks and prepare documentation as required.
- Actively participate in team meetings.
- Assist in meeting corporate objectives by carrying out other duties as required, -a variety of tasks as directed from time to time which relate generally to the position responsibilities, but may not be specifically designated within this document.

Customer Service

- Provide professional and efficient customer service, ensuring that all enquiries are dealt with promptly and courteously in accordance with Council's customer service charter.

- Monitor the status of customer requests relevant to the position.
- Liaise with internal and external stakeholders in relation to works on public land including other service units, utilities, builders, developers, surveyors and property owners.

Maintenance

General maintenance, repair and construction of Council owned infrastructure and assets including:

- Make recommendations for major repairs and purchases to supervisor.
- Perform carpentry, electrical (where licenced Electrician is not required i.e. changing light globes), painting, mechanical and plumbing maintenance and repairs such as repairing furniture, constructing shelves and desks as required and directed.
- Applying paint and other finishes, repairing drywall, disassembling and reassembling equipment and office furniture.
- Transport equipment, furniture and supplies manually and/or using aides such as dollies and carts.
- Operate a motor vehicle to pick up and move goods and supplies and furniture.
- Promptly report all workplace hazards and incidents/accidents to the Manager Asset Management or Supervisor.
- To liaise closely with the Buildings Assets Coordinator, Buildings Maintenance Technical Officer and Buildings Maintenance Officer, contractors and other Council staff where required.
- Operate plant, equipment, appropriate devices and protective equipment in accordance with demonstrated safety procedures and proper instruction.
- Carry out all duties in accordance with Moorabool Shire's Occupational Health and Safety Policy.
- Ensure appropriate safety clothing issued by Council is correctly worn, used and maintained.
- Responsible for materials, tools, equipment, vehicles and plant in the employee's use and used by others under his supervision.
- Maintain a professional and courteous relationship with the general public and other Shire staff.
- Other general duties as required within the scope and level of the position.
- Undertake and ensure that the works follow established procedures and are carried out in a workmanlike manner.
- Develop an understanding of all relevant Council policies and procedures that relate to the minimization of risk.
- Perform duties in a safe and professional manner without causing personnel injury or financial loss to themselves, other employees, contractors or the public.
- Assist the Building Assets Coordinator in the development and ongoing maintenance of the Maintenance Management System, in order to ensure Council is meeting its service delivery requirements.
- Provide assistance to the Buildings Assets Coordinator and Buildings Maintenance Technical Officer to action customer requests within allocated deadlines.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- That building infrastructure maintenance and construction projects are carried out in accordance current methods and standards.
- Accountable for the standard of maintenance repairs.
- Accountable for ensuring materials are delivered and used in works are of suitable standard and arrive in correct sequence required for efficient management of maintenance.
- Authorized to direct operators on site (including Contractors).
- To ensure that any work site under the persons control is left in a safe and reasonable condition.
- To ensure that tools, equipment and materials etc. are secure at all times.

JUGDEMENT AND DECISION MAKING

- Works to established practices, suggests alternatives and solves technical problems within the scope

of carpenter.

- Called upon to exercise judgment in the selection of methods, systems, tools and equipment required to achieve objectives and provide alternative solutions if appropriate.
- Guidance will always be available and will be provided by the Building Asset Coordinator.

ESSENTIAL KNOWLEDGE & SKILLS

- Application of appropriate procedures and knowledge to tasks and projects undertaken.
- Knowledge and experience in construction and maintenance and repair of Council's building infrastructure.
- Ability to carry out a variety of different handy man trade works.
- Ability to use small plant and equipment for Building Maintenance application, e.g. electric power tools, cordless drills, circular saws.
- Ability to organise projects including the setting out of works and ordering of materials.
- Problem solving skills.

INTERPERSONAL SKILLS

- Good oral and written communication skills.
- Ability to communicate with other staff and the general public.
- Ability to apply problem-solving techniques that will lead to positive outcomes for the team and the organisation.
- Ability to plan and organise work priorities to meet objectives and requirements of section.
- Ability to work both unsupervised and as part of a cohesive team.
- Ability to prepare basic reports and correspondence.
- Understanding of computers and handheld devices.

KEY SELECTION CRITERIA

QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none">• A working knowledge in the general safe usage, operation and maintenance of small plant, power tools and equipment.• A minimum of 4 years working experience in the building industry.• Substantial manual handling is an inherent physical requirement of this role. The incumbent will be required to bend, lift, squat and carry loads.• Demonstrated knowledge and experience in building maintenance and construction techniques.• TAFE certificate in a building and construction related field preferably Carpentry.• General computer and/or tablet skills will be highly regarded.
COMPETENCIES	<ul style="list-style-type: none">• Interpersonal skills with effective communication both oral and written• Ability to work both independently and as part of a team.
LICENCES & REGISTRATIONS	<ul style="list-style-type: none">• Current Victorian Driver's License