



# Position Description

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| <b>Position Title</b>      | <b>Building Maintenance Crew</b>  |
| <b>Position Number</b>     | 1259                              |
| <b>Division</b>            | Infrastructure & Open Space       |
| <b>Department</b>          | City Works                        |
| <b>Team</b>                | Buildings Maintenance             |
| <b>Position Status</b>     | Full Time Permanent               |
| <b>Classification</b>      | Band 3                            |
| <b>Position Reports to</b> | Coordinator Buildings Maintenance |
| <b>Position Supervises</b> | Nil                               |
| <b>Date Reviewed</b>       | May 2023                          |

## Position Objective

In this practical hands-on role, the Building Maintenance Crew will carry out routine, reactive and programmed maintenance works to building infrastructure assets and other assets within the control of the City of Kingston ensuring they are kept in a safe, clean and good working order for our Community. Achieve best value from service providers by ensuring they perform works in an efficient and safe manner.

The incumbent is also expected to work "After Hours" response on a roster basis.

## Key Responsibilities

### 1. Functional Responsibilities

- Carry out works on Councils building infrastructure in a timely manner, presenting highly functional assets for community use.
- Identify and report potential problem areas or conditions to the Coordinator Building Maintenance who will ensure early action is taken to safeguard the community and Councils assets.
- Perform building maintenance, reporting works through Councils' corporate software system.
- Record information in relation to the above works
- Respond to emergency maintenance situations.
- Participate on a roster basis for the provision of an "After Hours" emergency service in accordance with standard operating procedures.
- Operate plant and equipment
- Ensure the provision of all services with a focus on customer services, asset efficiency and presentation taking into account industry best practice.

## **2. Occupational Health and safety responsibilities**

- Take reasonable care for the health and safety of yourself and others in the workplace.
- Ensure hazards, incidents near misses and injuries are reported immediately.
- Support activities taken by the organisation to comply with OH&S legislation.

## **3. Relationship Management**

- Maintain positive relationships with key internal and external customers
- Maintain a culture within the crew of working across the department and the organisations in delivering high quality civil assets, reporting issues and checking in with others.
- Share skills and knowledge to collaborate with other employees
- Contribute to forward planning within the team to ensure that the objectives are met.

## **4. Continuous improvement**

- Have input into the development of processes and schedules to enhance service delivery based upon a continuous improvement philosophy.
- Support the identification of opportunities and support in implementing outcomes for innovation through program delivery, partnerships and processes/procedures.
- Ensure best practice approach to contemporary asset management.

## **5. Risk Management**

- Employees must comply with risk management policy and procedures.

## **Position Requirements**

### **1. Accountability and Extent of Authority**

The incumbent is responsible and accountable for:

- Working under general supervision.
- Having contact with the public or other employees which involves explanations of specific procedures and practices.
- Accountable for the quality, quantity and timeliness of their work

### **2. Judgment and Decision Making**

The incumbent is accountable for:

- This position requires personal judgement. The nature of work is determined by well understood and documented procedures.
- The particular tasks to be performed will involve selection from a range of techniques, systems, equipment, methods or processes related to civil and/or building infrastructure maintenance.

### 3. Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Understanding and application of quality control techniques.
- Performance of trades and non-trade tasks incidental to the work.
- Provision of trade guidance and assistance as part of a work team.
- Safe and competent operation of Heavy Mechanical Plant assigned to your area of responsibility and to which you are certified to operate
- Provision of Personal Care to service users who are both physically unable to undertake the tasks themselves nor make the decisions about the care they need.
- The ability to read plans and technical drawings in order to carry out works as specified/required.
- The ability to perform building maintenance works, at times in an emergency situation.

### 4. Management Skills

The following management skills are required to be utilised:

- Basic skills in managing time and planning and organising one's own work so as to achieve specific and set objectives in the most efficient way

### 5. Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Oral and written communication skill with clients, other employees and members of the public and in the resolution of minor problems.

### 6. Qualifications and Experience

The following qualifications and experience are required for the position:

- Relevant field experience in areas related to civil and/or building infrastructure development and maintenance techniques.
- Certificates in forklift, front end loader and/or backhoe are preferred.
- Experience using a range of hand and power tools.
- Mandatory Current Victorian drivers' licence and preferred minimum Medium Rigid licence.
- Valid Victorian traffic control and traffic management certification is preferred

## Shared Organisational Responsibilities

Kingston City Council (Council) has the following expectations of all employees:

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| <b>Values and Behaviours</b> | The City of Kingston has six organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston's ethics and values, including the Code of Conduct. Kingston's Values are: <ul style="list-style-type: none"><li>• Future Orientated</li><li>• Accountable</li></ul> |
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|   | <ul style="list-style-type: none"> <li>• Expert</li> <li>• Celebrate</li> <li>• Community Centric</li> <li>• Dynamic</li> </ul>   |
| <b>Safe Workplace Actions</b>                     | The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times.   |
| <b>Policies and Procedures</b>                    | The responsibilities of this position are completed in line with all council policies related to the position.  |
| <b>Legislative Framework</b>                      | The responsibilities of this position are completed in line with the relevant legislative framework of the position's department.   |
| <b>Equal Opportunity and Child Safe Standards</b> | The City of Kingston is an equal opportunity and child safe employer.<br>The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best. Kingston Council values diversity of lived experience and the positive impact this can have on outcomes for the Kingston community and activity supports employees from all backgrounds, identities, and experiences such as Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQ+ communities, culturally and linguistically diverse persons and persons with a disability. |

### Inherent Requirements

**Category A** – This role has been assessed as a high risk and / or manual handling role. **Please refer to the attached Job Task Analysis (JTA) and Pre-Employment Functional assessment (PEF) for further information about the inherent requirements of the role**

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

### Variation to conditions of employment

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.