

Role Description



Position Title **Facilities Maintenance Officer**

Position Number **BAF115**

Purpose of Role

To provide a broad range of building industry skills to maintain Council's assets in accordance with re-active and preventative maintenance programs and procedures.

Specific Responsibilities

- Plan and organise daily activities for efficiency and cost-effectiveness in line with Council's work order system.
- Carry out maintenance, construction and cleaning work on Council buildings and facilities.
- Report on maintenance needs of buildings, using initiative to deal with reactive maintenance on the spot.
- Provide general labouring assistance in relation to service requests.
- Maintain positive working relations and deal cooperatively and professionally with staff, contractors, and the public.
- Plan and deliver works, jobs and defect rectifications including engagement of contractors through panels of suppliers as required.
- Correctly use and maintain plant and equipment provided, including all personal protective equipment, in accordance with manufacturer's instructions, Council's safety policy and procedures.
- Participate in an on-call roster, having responsibility for after-hours call out on council buildings and facilities as required.

Work Experiences and Skills – essential

- Demonstrated relevant experience in a similar role or a role requiring a similar skill set.
- Demonstrated experience in the use of relevant building, carpentry, and maintenance equipment.
- Demonstrated numeracy, written and verbal communication skills sufficient to undertake administrative duties necessary for the role, read safety instructions, plans, and to effectively communicate with the public, contractors and team members.
- Sound experience in undertaking manual tasks in a safe conscious manner.

Academic, Trade Qualifications and other Licences - essential

- Current C class driver's licence.
- Construction Induction Card competency that has been used or obtained within the past 2 years.
- Trade qualification in carpentry or other relevant field.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

Our mission

We will serve the community to create a region of opportunity and a vibrant lifestyle, while focussing on excellence and sustainability.

Our values

Council proudly upholds the following values in its daily operations with customers, external partners and staff:

- Respect
- Service
- Integrity
- Teamwork
- Sustainability

Respect	Service	Integrity	Teamwork	Sustainability
<i>starting point</i>	<i>this is what we do</i>	<i>how we do it</i>	<i>working together</i>	<i>outcome</i>
<ul style="list-style-type: none"> ▪ We listen to people ▪ We treat people fairly and consistently ▪ We embrace diversity and opinions ▪ We treat others as we wish to be treated 	<ul style="list-style-type: none"> ▪ We seek to understand the needs of those we serve ▪ We strive to exceed expectations ▪ We communicate clearly ▪ We take a positive approach ▪ We are proud to serve our community 	<ul style="list-style-type: none"> ▪ We are ethical and honest ▪ We take responsibility for our actions ▪ We act within statute and law ▪ We take pride in the manner in which we perform our duties 	<ul style="list-style-type: none"> ▪ We promote a friendly, supportive work environment ▪ We inspire and encourage innovation ▪ We develop and maintain relationships ▪ We work collectively to achieve common goals ▪ We work collaboratively with our community and external partners 	<ul style="list-style-type: none"> ▪ We focus on the future ▪ We respect the environment ▪ We demonstrate leadership by example