# Venue Maintenance Officer

## Position Description

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| **Directorate** | Community and Environmental Services | **Department** | Community Services, Sport and Recreation |
| **Reports To** | Venue Maintenance Officer Team Leader | **Direct Reports** | No |
| **Queensland Local Government Industry Award - State 2017 - Stream** | Stream B - Division 2, Section 5 - Operational Services. | **Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level** | Schedule 2, Wage Level 6 |

| **Position Purpose** |
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| This position will undertake the preparation, maintenance and presentation of the grounds and buildings of the Queensland State Equestrian Centre (QSEC). |

**Key Responsibilities and Outcomes**

As a Venue Maintenance Officer will:

- Undertake the preparation, maintenance and presentation of QSEC grounds including riding areas and surrounds, natural areas, circulation, access points, car parks and roadways.
- Prepare and maintain the surface of all arenas and training areas to competition standard.
- Assists with coordinating maintenance and scheduled servicing contracts for QSEC facilities/equipment per specifications and oversee contractor work performed
- Undertake minor repairs and maintenance on QSEC facilities and equipment including buildings, show jumps, wings, fences, stables and yards.
- Assists with coordinating cost estimates / quotations and general building maintenance with other trades as appropriate.
- Perform all duties in accordance with Council's workplace health and safety policies and procedures and act to minimise risk of harm in the workplace.
- Coordinate and conduct regular site and event risks assessments and implement rectification strategies.
- Use and maintain plant and equipment provided, including all personal protective equipment, in accordance with manufacturer's instructions.
- Be available for after-hours call-outs for security, building maintenance, access and emergency response.
- Maintain effective working relationships and contribute to a positive team environment in order to achieve a high performance, continuous improvement and customer focused culture.

**Our Values**

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

| SERVICE | TEAMWORK | INTEGRITY | RESPECT | SUSTAINABILITY |
|---|---|---|---|---|

| **Decision Making** | |
|---|---|
| *Budget* | N/A |
| *Delegations* | Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register |

**Knowledge & Experience**

- Experience preparing and maintaining surfaces for use in equine industry preferred;
- Demonstrated experience preparing and maintain grounds and buildings within a large-scale commercial environment.
- Ability to work with other trades persons to coordinate cost estimates / quotations and provide general building maintenance.
- Knowledge and application of Workplace Health and Safety policies and procedures.
- Sound experience and physical capacity to operate industrial machinery such as forklifts, tractors and undertaking manual tasks in a safety conscious manner.
- Well-developed time management skills to achieve proficiency and effectiveness in managing the workload and priorities, and meeting deadlines.
- Well-developed people and relationship management skills with the ability to work in a positive team environment communicating and engaging effectively at all levels

**Qualifications**

- Construction Induction Card competency that has been used or obtained within the past 2 years
- Current High Risk Work (HRW) Licence – Forklift Truck (LF) or ability to obtain
- Current MR class driver's licence
- Current Blue Card (Working with Children Check)
- Current RSA or ability to obtain

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*