

Tasmania Prison Service

Statement of Duties – March 2021

Title	Maintenance Officer
Number	357355
Award	Tasmanian State Service Award
Classification	General Stream Band 3
Division	Corrections & Justice
Full Time Equivalent	1.0
Output Group	Tasmania Prison Service
Branch	TPS Maintenance
Supervisor	Statewide Facilities Manager
Direct Reports	Nil
Location	Risdon Prison
Terms of Employment	Permanent full-time, 73.50 hours per fortnight, 52 weeks per year.
Position category and funding	A051

The Department of Justice

Aim

A safe, fair and just Tasmania.

Purpose

To support the Tasmanian Government to promote the rule of law by

- ensuring an effective, efficient and accessible justice system.
- protecting and respecting rights.
- improving laws.
- influencing positive behaviour and enforcing responsibilities.

Visit the [Department of Justice website](#) for more information.

Divisional Information

The Mission of the Tasmania Prison Service is to contribute to a safer Tasmania by ensuring the safe and secure containment of inmates, and providing them with opportunities for rehabilitation and personal development.

To provide Prison Services of the highest quality that has the confidence and understanding of the Tasmanian Community.

More information about Tasmania Prison Service and the operations of the department are available on its [website](#).

About the position

Objective

Provide support to the Manager Statewide Maintenance for operational supervision of the maintenance functions for the entire Prison Service facilities.

Duties

- Assist in project tasks relating to major and minor works projects and associated reporting.
- Assist in the oversight of maintenance contracts, and liaise with contractors as required.
- Assist in establishing and maintaining a comprehensive asset register and assist in the maintenance and updating of the Prison Service's building and engineering services drawings, to reflect the current campus arrangement.
- Assist in the development of specifications, scope and cost estimates for capital works projects and maintenance programs.
- Undertake investigation and provide reports for energy and cost saving initiatives.

Level of responsibility

- The occupant is required to work under limited supervision.
- Expected to exercise a reasonable level of independence and autonomy of action in achieving desired outcomes within allocated resources and agreed timeframes, under Government and Departmental policies, practices and guidelines.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

Direction and supervision received

- General direction and limited supervision received from the Manager Statewide Maintenance.

Selection criteria

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria.

1. Proven knowledge and experience of engineering and building services, preferably in a Prison environment.
2. Knowledge and understanding of Australian Standards, Building Codes and Statutory Regulations.
3. Project management skills, together with demonstrated experience in coordinating works projects.
4. Ability to produce minor works specifications and to implement and monitor quality control guidelines and audit contractor performance.
5. High level of interpersonal skills including negotiation, communication and conflict resolution skills with a demonstrated ability to manage a wide variety of internal and external stakeholders, including an ability to represent the Prison Service as required.
6. Demonstrated experience and proficiency in the use of Microsoft office applications or the capacity to acquire these skills within a reasonable time frame.

Working environment

Employment in the State Service is governed by the *State Service Act 2000*. Both employees and officers are required to uphold and comply with the State Service Principles (Section 7) and the Code of Conduct (section 9).

Department of Justice state service employees:

- treat all users of our services with respect and courtesy;
- listen to what users of our services have to say;
- personalise services to the needs and circumstances of each user of our services where practical;
- always do what they say they are going to do, or update the appropriate people promptly if things change, offering an explanation for the change;
- respond to enquiries promptly and efficiently; and
- consult the public and users of our services about their service needs.

The minimum standard of behaviour expected of all Department of Justice employees is to:

- Consider people equally without prejudice or favour.
- Act professionally with honesty, consistency and impartiality.
- Take responsibility for situations, showing leadership and courage.
- Place the public interest over personal interest.
- Appreciate difference and welcome learning from others.
- Uphold the law, institutions of government and democratic principles.
- Communicate intentions clearly and invite teamwork and collaboration.
- Provide transparency to enable public scrutiny.
- Be fiscally responsible and focus on efficient, effective and prudent use of resources.

Further information about employee expectations is on the Department of Justice Intranet site under Statement of Intent.

The Department is committed to high standards of performance in the application of contemporary management practices and principles including workplace health and safety and workplace diversity. The department recognises and uses the diversity of the community it serves. In doing this it acknowledges the individual differences that can contribute to the capacity of a person to perform the inherent requirements of the duties.

Doj has a zero tolerance approach to violence, including any form of family violence. Doj takes an active role in supporting employees and their families and is committed to providing a workplace that promotes safety and wellbeing of all employees.*

**The Department accepts the Tasmanian legal definition of violence.*

All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

All employees are responsible for participating actively and constructively in discussions regarding performance and for the implementation of agreed outcomes in accordance with the Performance Management policies and strategies of the Department.

Smoking is prohibited in State Government workplaces and vehicles.

Requirements

Essential requirements

- Nil

Desirable requirements

- Current drivers licence
- Current First Aid Certificate
- PC skills and familiar with Microsoft Office applications
- A Grade Electrical licence and experience in a Prison environment
- Open Cables Licence, Data & Communication
- HVAC, service and installation

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

I. Pre-employment checks

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property

- Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
 3. Identification check.