

# Department of Police, Fire and Emergency Management

## STATEMENT OF DUTIES



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Title	Utility Officer
Position Number	004863
Business Unit	Tasmania Police Academy
Branch / Section	Business Operations
Location	Rokeby
Immediate Supervisor	Academy Business Manager
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Part-Time
Classification	Band 2

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### Focus:

Provide a range of general maintenance, logistical and manual support services together with care and minor servicing of police buildings, vehicles, grounds and other routine tasks as required.

### Primary Duties:

- Carry out minor maintenance/repairs around the Police Academy to maintain the serviceability of the buildings including assisting with general manual labour tasks as required.
- Undertake general gardening and maintenance of grounds, including the mowing of lawns utilising a ride-on mower or tractor and associated equipment.
- Undertake general purchase and storage of equipment and supplies including the appropriate disposal of used or damaged items.
- Actively participate in developing and maintaining safe working practices and conditions.

### Level of Responsibility:

Responsible to the Academy Business Manager for:

- The completion of allocated tasks within agreed timeframes
  - Ensuring all work is undertaken according to safe working practices; and
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- Appropriate use of resources and of information, accessed in the course of duties.

## **Direction and Supervision**

The incumbent receives supervision and direction from the Academy Business Manager. The incumbent is expected to work independently in the completion of tasks. The incumbent is expected to use their experience to make judgements based on established procedures, policies and administrative instructions.

## **Selection Criteria**

1. Demonstrated experience and capability in general grounds maintenance including lawns and gardens and ability to operate a range of lawn mowers, tractors and associated equipment.
2. Proven organisational skills which include, judgement and the ability to prioritise whether working independently or as a member of a team.
3. Demonstrated experience and capability to drive vehicles and undertake the physical duties associated with the control of resources, stores, repairs and minor maintenance tasks.
4. Ability to liaise with a diverse range of clients, including service providers and departmental staff, and to work with limited supervision.
5. Proven experience and knowledge of safety, safe work practices and processes in a relevant working environment.

## **Qualifications and Experience**

Hold a current driver's licence to drive a manual vehicle.

## **Essential Requirements:**

### **Pre-Employment Checks**

The Head of the State Service has determined that a person nominated for appointment to this position is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. Any relevant serious criminal offence or repeated serious offences over any period, which are not mitigated by additional information, may provide grounds for declining an application for appointment. Such offences would include, but are not limited to:

- Arson and fire setting;
- Sexual offences;
- Dishonesty (e.g. theft, burglary, breaking and entering, fraud);
- Deception (e.g. obtaining an advantage by deception);
- Making false declarations;

- Violent crimes and crimes against the person;
- Malicious damage and destruction to property
- Trafficking of narcotic substance;
- False alarm raising.

## **Code of Conduct**

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

## **Environment and Conditions**

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of DPFEM enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

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Approved

**M GHEDINI**  
INSPECTOR, PEOPLE AND CULTURE  
BUSINESS AND EXECUTIVE SERVICES

Date: October 2022