

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Appliance Maintenance Technician
Position Number	001127, 002088, 001136, 003389, 003405
Business Unit	Engineering and Fleet Services
Branch / Section	Business and Executive Services
Location	South
Immediate Supervisor	Area Manager Workshops
Award	Tasmanian State Service Award
Employment Conditions	Permanent, Full time
Classification	Band 3

Focus:

Undertake mechanical repairs, maintenance tasks, servicing and preventative maintenance of fire management equipment and the operational and support vehicle fleet. Assist in the commissioning and decommissioning of operational and support vehicles.

Primary Duties:

- Inspect, diagnose, repair, and test drive the wide range of the supported vehicle fleet including cars, light to heavy trucks, fire appliances, and specialised operational vehicles.
 - Maintain and support firefighting equipment including small engine driven plant, rescue tools, pumps, foam systems, and aerial ignition equipment to emergency standards.
 - Installation, commissioning, maintenance, and removal of communication and electronic equipment associated with the vehicle fleet.
 - Assist with the vehicle build program and carry out modifications and refurbishment to the vehicle fleet as required.
 - Carry out preventative maintenance and service programs in a timely and cost-effective manner.
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- Assist with the training and supervision of apprentices or less experienced staff.
- Assist with the ordering, receipting and recording of stock and other consumable stores in accordance with Departmental policy and practice.
- Complete time sheets, vehicle logbooks and job sheets.

Scope of Work:

Responsible for the satisfactory completion of tasks and for contributing to the effectiveness of the work unit.

There is an expectation of working both business hours and providing after hours support for equipment and vehicles in association with operational requirements.

Direction and Supervision:

Receives general supervision and task allocation from the Workshop Supervisor or Fleet Manager but may be required to work without direct supervision on occasions.

Selection Criteria:

1. Appropriate trades qualifications with proven competence and contemporary experience in vehicle repairs, servicing, commissioning, and decommissioning.
2. A knowledge of pump systems with experience in maintenance, testing, plumbing configuration, and related electrical work.
3. Experience with maintenance and operation of fire suppression and fire ignition equipment, or the ability to acquire such knowledge.
4. Ability to work as an effective member of a team in an environment of sensitivity, confidentiality, competing priorities, deadlines, and change.
5. Sound interpersonal, written, and oral communication skills.

Qualifications and Experience:

Desirable:

- Certificate IV in automotive mechanics or equivalent
- Manual driver's license
- Medium rigid endorsed licence
- Forklift license

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.

Approved

M GHEDINI
ACTING DIRECTOR PEOPLE AND CULTURE
BUSINESS AND EXECUTIVE SERVICES

Date: 10 March 2017