

Statement of Duties

Position Title: Maintenance/Grounds Officer	Position Number: 515865	Effective Date: February 2019
Group and Unit: Children and Youth Services – Strategic Youth Services		
Section: Ashley Youth Detention Centre	Location: North	
Award: Health and Human Services (Tasmanian State Service)	Position Status: Permanent	
	Position Type: Full Time	
Level: 4	Classification: Health Services Officer	
Reports To: Fire Safety & Security Coordinator		
Check Type: Schedule I	Check Frequency: Pre-employment and Recurrent	

Focus of Duties:

Provide direct maintenance of buildings, equipment and grounds at the Ashley Youth Detention Centre, and ensure services and equipment are functioning in a safe manner and meet duty of care standards.

Duties:

1. Undertake regular checks and maintenance of buildings and equipment, including water supply, sewerage and plumbing.
2. Monitor the mechanical condition of and clean the Centre vehicles.
3. Identify and report hazards to the Fire Safety & Security Coordinator.
4. Provide back-up support to the Fire Safety & Security Coordinator and Site Services Support Officer as required, and be available for on-call maintenance roster.
5. Assist with the supervision of contractors on site.
6. Maintain the grounds in and around the detention centre, including grassed areas and garden beds.
7. Maintain fences and feed and shift cattle on the Ashley Farm as required.
8. Audit tools & equipment needed during resident programs on the Ashley Farm.
9. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
10. The incumbent 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.

Scope of Work Performed:

The Maintenance/Grounds Officer receives supervision from the Fire Safety & Security Coordinator and will work under limited direction with reference to established procedures. The Maintenance/Grounds Officer will:

- Be responsible for maintenance of the centre's equipment, buildings and grounds.
- Be required to exercise reasonable care in the performance of duties consistent with the relevant Work Health and Safety legislation.
- Comply with security policies and procedures in the performance of duties.
- Be required to participate in an on-call roster.

Essential Requirements:

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Current Tasmanian Working with Children Registration.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 1. Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 2. Identification check
 3. Disciplinary action in previous employment check.

Desirable Requirements:

- Current Driver's Licence.
- Current Tractor Licence.

Selection Criteria:

1. Demonstrated knowledge and experience to undertake a high level of work in a wide range of trade related areas, with the ability to undertake general maintenance and repair work to buildings, equipment and grounds.
2. Demonstrated understanding of the safety and security needs of staff, young people, visitors and service providers in a detention centre.
3. Ability to liaise effectively with contractors and monitor their work within a quality assurance framework.

4. Good standard of verbal and written communication skills and the ability to work as part of a team in an environment of rotating shifts.
5. Knowledge of Work Health & Safety, including a good understanding of safety regulations and standards applicable to the work place.

Working Environment:

- The position has paid Call-back status for emergency situations.

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: The Department of Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Director HR Management and Strategy or to the Manager Internal Audit. DCT is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position. DCT has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by DCT policy) with the Department of Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of the Department of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: The Department of Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.