

POSITION SUMMARY

VENUE MAINTENANCE TECHNICIAN (G031)

Directorate	Cultural & Community Services
Section	BMEC
Classification	Band 1, Level 4, Grade 4
Position Status	Fixed term – part time
Commencing Salary Range	\$380.05 - \$399.29 + Super
Reports to	BMEC Operations Manager
Direct Reports	Nil
Work Location	Bathurst Memorial Entertainment Centre 105 William Street Bathurst

Position Purpose

This role will deliver the BMEC venue maintenance program and generally assist with the provision of technical services.

Key Responsibilities

The Venue Maintenance Technician will report to the BMEC Operations Manager. With guidance from the Operations Manager they will have responsibility for

- Both scheduled and non-scheduled service and maintenance of the facility including a monthly maintenance program
- Ensuring regular maintenance and testing of the facilities emergency service equipment occurs
- Maintaining an annual electrical test and tagging program, including data logs, equipment, software and hardware
- Performing ongoing general venue maintenance & repairs
- Assisting with set up and pack down of events when required and when time permits
- Maintaining weekly / monthly inspections of the deluge and sprinkler valve inspection program
- Maintaining stock and ordering consumables for general maintenance and technical services
- Providing maintenance for the venues technical equipment
- Liaising with cleaners and the cleaning Contract Company to ensure that regular,

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seasonal and annual cleaning of the venue is performed.

- Coordinating additional contract cleaning of the kitchen when required
- Maintaining workshops and venue storage areas
- Supervise laundry equipment, and coordinating regular washing and cleanliness of the laundry
- Maintaining the venues waste management system and liaison with waste management contractors

Selection Criteria

Essential

- Technical experience and skills relating to the performing arts
- Computer skills, data entry, maintenance logging
- A good understanding of general maintenance duties
- Strong communication skills
- Willingness and ability to contribute to a positive team and work culture.

Desirable

- Previous venue maintenance experience
- Test & tag certification for electrical appliances
- Plug & Socket certification
- Emergency & Exit light testing training

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 15 hours per week, actual hours to be negotiated with the successful candidate.
- 12 month fixed term contract
- Probationary period of 4 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol screening) and audio required as part of

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