

Position Description

Maintenance Technical Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: February 2018

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 2
Position limit within salary system: (20 Grade structure)	Grade 10 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	76

Organisational relationships

Directorate:	Works and Civil
Section:	Civil Services
Team:	Dependent on the position
Work base:	Rushforth Road Works Depot, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future
Position responsible to:	Senior Maintenance Engineer
Level of support and supervision:	High level of independence
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	Supervises the daily work of two or more workgroups through other supervisors
Internal contacts:	All staff within Council but primarily within Civil Services
External contacts:	General public, government agencies, and private organisations

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent driving between job sites

Regular use of computer keyboard

Capable of working in difficult terrain

Purpose of the position

To supervise and coordinate operational staff in the delivery of high quality services ensuring effective and efficient methodology, quality standards, procedures and documentation, including asset maintenance and construction activities.

To undertake investigations for Council works and matters of public complaint and request

Provide timely, accurate and succinct information on Council issues

Ensure that the staff supervised by the position comply with all WHS policies and procedures

Major duties and responsibilities

Direct, monitor and motivate staff to ensure cost efficient delivery of service including but not limited to asset maintenance and construction activities, and a safe working environment for both the general public and the employees under the supervision of this position

Program work to complete the designated works program for works

Ensure Council operations are undertaken in accordance with all quality, environmental and WHS requirements, with appropriate documentation completed

Hire, procure or arrange plant, labour, materials and services required to complete Council designated works

Monitor and control expenditure of all works through daily cost sheets under the control of the position within budgetary constraints, and advise management of budget overruns

Inspect engineering matters (including private works and matters of public complaint) and prepare advice, estimates and reports and recommend maintenance, construction and reconstruction options as required

Liaise and coordinate with others to ensure efficient delivery of Council services

Assist in the audit of works to ensure Council's standard of quality, environmental and WH&S standards and documentation are maintained

Ensure the training requirements of staff are communicated to the appropriate Section

Check and certify purchase orders and invoices for activities supervised by the position

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

Certificate IV in an appropriate discipline; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

WHS Construction Induction Training Certificate (NSW); or equivalent recognised in NSW

Experience

Demonstrated experience in a similar role

Position related skills

General computer literacy in email and internet programs and basic proficiency in Microsoft Word and Excel

Demonstrated work supervisory skills, ability to organise the duties of staff and to resolve conflict

Well developed communication skills including the ability to liaise with the public

Sound clerical, administration and organisational skills, including the ability to work unsupervised on concurrent projects

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

A demonstrated commitment to and knowledge of Work Health & Safety requirements

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded

Education and knowledge

Certificate IV in Frontline Management or equivalent, or Local Government Overseer of Works Certificate

Licences/tickets, clearances, membership

RMS Traffic Control Certificate 'Traffic Controller'; or equivalent recognised in NSW, **or** successful acquisition of same within 6 months of commencement

RMS Traffic Control Certificate 'Implement Traffic Control Plans'; or equivalent recognised in NSW

RMS Traffic Control Certificate 'Prepare a Work Zone Traffic Management Plan'; or equivalent recognised in NSW

Safe Work Near Overhead Powerlines Certificate

Confined Space Accreditation

High Risk Work Licence Class 'DG' - Dogging

Chainsaw Certificate Level 1 (trim and cross cut felled trees)

Other features of this position may include

Call back

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date

Employee
