

POSITION DESCRIPTION

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| Position Title: | Ground and Building Maintenance Officer – Part-Time | Position Code: | 6-GBMOG |
| Division: | Culture and Economy | Grade: | A |
| Location: | Old Dubbo Gaol | Hours/Week: | 20 |
| Reports to: | Old Dubbo Gaol Operations Coordinator | | |
| No. Direct Reports: | Nil | No. Indirect Reports | Nil |

Primary Purpose of Position

To ensure the Old Dubbo Gaol is presented as a safe, clean and aesthetically appealing museum and tourist attraction through the ongoing maintenance of the grounds and buildings.

To adhere to developed Safe Working Systems and ensure all legislative requirements regarding Occupational Health and Safety are enforced.

Key Accountabilities / Duties

| Key Result Area | Primary Activities |
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| Provide high quality building and ground maintenance | <ul style="list-style-type: none"> Supervise the deployment and completion of necessary cleaning, maintenance and minor repair of the Gaols building and ground and overseeing any major works performed by internal or external tradespeople or contractors. Ensure all maintenance and repair work performed meets Dubbo Regional Council Policy and Procedures and Australian Standards. Monitor consumables for cleaning and maintenance requirements reporting any requirements as needed. |
| Function and Event Set-up Services | <ul style="list-style-type: none"> Provide a high level of venue preparation services to the Old Dubbo Gaol. Ensure the site is set up according to instructions and customer needs within required timeframes. Ensure venues are clean and safe and available for inspection at all times. Ensure all audio visual equipment is set to hirers' requirements and report any problems to the Operations Coordinator for action. |
| Administration | <ul style="list-style-type: none"> Administration of WHS, cleaning, maintenance works programs and reporting. Ensure site induction forms are completed as required. |
| Work Health and Safety | <ul style="list-style-type: none"> Assist in the implementation of WHS Policies and Procedures, Risk Management, Chemical Register and Safe Systems Management working closely with the Operations Supervisor and Workplace Safety Advisor. |

Key Accountabilities / Duties

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| Manage own work, fulfilling required tasks and those delegated by the Operations Supervisor | <ul style="list-style-type: none"> Ensure all necessary duties are completed in required time frame. |
| Heritage Maintenance | <ul style="list-style-type: none"> Ensure all duties undertaken on site fit within NSW Heritage Guidelines. |
| Team Support | <ul style="list-style-type: none"> Participate and contribute to an effective and productive team. Assist in any others matters as requested by the Operations Coordinator, Manager Visitor Experiences and Services and the Director Economic Development and Business. |

Inherent Requirements of the Position

- Working with Children Check
- Class C Drivers Licence
- First Aid Certificate
- This positions is required to do predominately work outside, in public and a non-public areas as part of the role, thus a reasonable level of fitness is an inherent requirement of the role
- The wearing of the local government uniform is optional for this position

Selection Criteria

Essential

- Demonstrated relevant experience and job related skills including garden maintenance, janitorial duties and minor repairs
- Working knowledge in building maintenance, security and safety/risk management systems

Desirable

- Trade Certificate or relevant industry experience
- Demonstrated knowledge and/or experience in the general operations of a Tourist Attraction and/or Museum
- Demonstrated previous experience in electrical and mechanical repair and maintenance
- Experience in the maintenance of Heritage Buildings and/or site.

Organisation Wide Accountabilities

Corporate Values

Creating Community for Today and Tomorrow

All employees have a responsibility to uphold the values of Dubbo Regional Council being:

- Progressive**
 - Be Curious, Courageous And Committed
- Sustainable**
 - Balanced Approach To Growth & Opportunity

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| | <ul style="list-style-type: none"> • One Team <ul style="list-style-type: none"> ○ Working Together • Integrity <ul style="list-style-type: none"> ○ Accountable For Our Actions |
| Work Health and Safety | <p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy |
| Sustainability | <p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p> |
| Code of Conduct and Equal Employment Opportunity | <p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour. |

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: