

Position Description

Maintenance Officer



**Liverpool
Plains**
Shire Council

Position details

Department	Infrastructure and Environmental Services
Business Unit	Assets and Property
Reports To	Coordinator Property and Lands
Status	Part time (Permanent)
Standard Hours	Up to 20 hours per week
Staff Accountability	<input checked="" type="checkbox"/> No line reports
	<input type="checkbox"/> Directly supervises 0 employees
	<input type="checkbox"/> Indirectly supervises 0 employees
Budget Accountability	<input checked="" type="checkbox"/> No expenditure/budget
	<input type="checkbox"/> Delegation up to \$0
	<input type="checkbox"/> Manages budget up to \$0
Classification	Operational Band 1, Level 3
Salary Grade	Grade 3

This document describes the key accountabilities, duties and required capabilities of the position and is not designed to be prescriptive. The incumbent can expect to undertake other duties in addition to those described in this document, in line with changing strategic and operational requirements.

Position purpose

The incumbent is responsible for minor repairs and maintenance of various Councils buildings and facilities which are required to be maintained to a high standard in accordance with Council policies and procedures.

Authority and delegations

The incumbent has the authority to take any reasonable action that is consistent with the accountabilities and duties of the position, as described in this document, and to ensure the safe and efficient undertaking of work activities. The incumbent's authority to act is subject to any limitation imposed by Council policies and procedures.

Under section 378 of the *Local Government Act 1993*, the General Manager may sub-delegate powers, authorities, duties or functions of Council to this position. The incumbent must exercise any delegations conferred to the position in accordance with Council's Code of Conduct and all relevant Council policies and procedures.

Delegations applicable to this position are contained in Council's Delegations Register, which is modified from time to time.

Position accountabilities and corporate responsibilities

Key Accountabilities

- Perform simple repairs on Council owned buildings, facilities and equipment.
- Liaise with Coordinator Property and Lands for additional equipment requirements
- Provide the Coordinator Property and Lands with advice on further repair requirements, equipment improvements or improvements that may assist to further develop the role and the standard of repair within the facilities being serviced.
- Report to Coordinator Property and Lands any incidents or hazards identified during a repair program.
- To ensure all repair and maintenance activities are undertaken in accordance with safe work procedures.
- Undertake basic maintenance of Council's facilities, when requested.
- Work effectively unsupervised when required and exercise judgement in the planning of own work.
- Perform clearly defined and routine activities of a basic and operational and/or maintenance nature within abilities.
- Understand Council's standard work practices, procedures and policies relevant to the work area and application of same at all times.
- Apply knowledge of, and implement, safe handling procedures for chemical, sharps and infection control.
- Make safe and secure all Council building and other assets, when required.

Professional Conduct Responsibilities

- Consistently demonstrate behaviours that comply with Council's Code of Conduct and Equal Employment Opportunity (EEO) principles.

Performance Responsibilities

- Actively perform as a team member and contribute to the outcomes of work teams in a collaborative, professional and productive manner.
- Regularly review and appraise own performance against required levels and assess and improve work practices and procedures on a continuous basis to achieve or exceed Council's strategic and operational goals.
- Undertake training and attend professional development opportunities, if and as required.

Customer Service Responsibilities

- Comply with Council's Customer Service Charter and Standards and communicate with customers in a professional and courteous manner, ensuring that customer enquiries, requests and complaints are managed within required timeframes.
- Convey a professional image of Council and dress appropriately for their role, including wearing a prescribed uniform, if required.

Fraud and Corruption Control Responsibilities

- Execute work with probity, accountability and transparency in order to prevent incidences of fraud and corruption in Council's organisation and operations.
- Report any alleged or actual incidences of fraud and corrupt behaviour using relevant mechanisms outlined in Council's Fraud and Corruption Control Policy.

Risk Management Responsibilities

- Identify, assess, evaluate and treat risk relevant to the position.

Work Health and Safety Responsibilities

- Fulfil specific responsibilities, duties and due diligence requirements under the *Work Health and Safety Act* and Council's relevant safe work instructions, policies and procedures.
- Ensure that Work Health and Safety is always at front of mind and a number one priority, taking reasonable care for health and safety of individual, colleagues and members of the public.
- Participate in delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in WHS.

Skills and competencies

The incumbent will be required to demonstrate skills and competencies relevant to the position in line with those set out in the *Local Government Award 2023* for Operational Band 1, Level 1, being:

Authority and accountability	Responsible for completion of regularly occurring tasks with general guidance on a daily basis
Judgement and problem solving	Judgement is required to follow predetermined procedures where a choice between more than two options are present.
Specialist knowledge and skills	Application of skills, including machine-operation skills, following training "on the job" or accredited external training over a number of months.
Management skills	Some guidance/supervision may be required. May assist a co-ordinator/trainer with on-the-job training.
Interpersonal skills	Skills required for exchange of information on straightforward matters.
Qualifications and experience	Suitable experience or qualifications in a number of defined skill areas.

Key Relationships

Who	Why
Internal	
Coordinator of Property and Lands	<ul style="list-style-type: none">• Provides supervision for role and allocation of tasks
Manager Property and Assets	<ul style="list-style-type: none">• Oversees management of allocated tasks
Director Infrastructure and Environmental Services	<ul style="list-style-type: none">• Provides overall management of the Directorate and its employees
Council Staff	<ul style="list-style-type: none">• Manage expectations and provide services

Who	Why
External	
Local Businesses, suppliers	<ul style="list-style-type: none"> • Monitor, direct and address enquiries, where practicable • Ensure stakeholders expectations are being met

Selection Criteria

Essential:

- 1 Experience in a similar role
- 2 Basic understanding of building, plumbing and electrical repairs
- 3 Ability to undertake a wide array of repair and maintenance tasks with minimal supervision
- 4 Good physical ability
- 5 Good customer relation and communication skills
- 6 Ability to work effectively with minimal supervision and in a team environment
- 7 High attention to detail

Desirable:

- 1 WHS General Induction (WorkCover) Ticket
- 2 Experience in the operation of small plant and equipment
- 3 Computer literacy skills
- 4 Working with Heights qualification
- 5 Available for weekend on-call roster system

Licence requirements and pre-employment screening

This position needs to attain and uphold the following licences/accreditations:

- Current NSW Class C Driver Licence.






This position requires the following pre-employment checks:

- Pre-Employment Medical.
- National Criminal History Check.
- Working with Children Check.

Key capabilities

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for employees.

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position.

Capability Group	Capability Name	Level
Personal Attributes 	Manage Self	Intermediate
	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
Relationships 	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
Results 	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
Resources 	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
Workforce Leadership 	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Workforce Contribution	Foundational
	Lead and Manage Change	Foundational

Acknowledgement and acceptance

I have signed below in acknowledgement of reading, understanding and accepting the contents of this position description. I accept that, with consultation, my accountabilities, duties and required capabilities may be modified by Liverpool Plains Shire Council from time to time, as necessary.

Employee Name:

Employee Signature:

Date:

Authorisation

Approved by the General Manager:

Employee Name:

Date: