



## Schedule 2 - Position Description

<b>Position Name:</b>	Building Maintenance Officer
<b>Incumbent:</b>	VACANT
<b>Position Number:</b>	7068
<b>Directorate:</b>	Communities
<b>Team:</b>	Public Facilities
<b>Position Status:</b>	Temporary Full Time
<b>Award:</b>	Queensland Local Government Industry (Stream C) Award
<b>Classification:</b>	Building Tradesperson, Level 1
<b>Reports to:</b>	Facilities Coordinator
<b>Accountable for:</b>	n/a
<b>Located:</b>	Longreach
<b>Revised:</b>	October 2023

### Our Vision

Connecting Council and Community

### Our Mission

Delivering Excellent Services

### Our Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



## Position Objective

The Building Maintenance Officer is responsible for undertaking maintenance of Council's community facilities, including Council housing to the highest standards of repair, as directed by the Facilities Coordinator.

## Position Responsibilities

- Undertake routine preventative maintenance and respond promptly to reactive maintenance requirements.
- Respond to maintenance requests in a timely manner and communicate with occupants regarding cause and rectification.
- Perform carpentry, painting, plastering, mechanical and plumbing maintenance and repairs (excluding work that requires qualified plumber or electrician). (e.g. servicing taps, changing light globes and minor repairs)
- Oversee and, where applicable, supervise the activities of contractors and tradesperson works. In consultation with the Facilities Coordinator (if applicable)
- Operate tools, equipment and plant in safe manner, ensuring safety on work sites of self and public in accordance with safe working procedures.
- Ensure all plant and equipment is safe, and continually maintained and operated according to the manufacturer's requirements. Ensure that all malfunctions and disrepair are reported to the Facilities Coordinator immediately.
- Manage time, resources and materials according to work requirements.
- Assist in the development of short and long term maintenance programs for building related assets.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by your accountable supervisor or the Chief Executive Officer.

## Position Requirements

### Skills

- Developed skills in carpentry, metal fabrication and/or other related building industry skills.
- Developed technical skills to interpret building plans and technical documentation.
- Able to demonstrate a commitment to Council's core values through personal action.
- Able to gain respect and create good working relationships across all levels of Council.
- Good attention to detail and a commitment to high quality work.
- Developed analytical and problem solving skills, with the ability to exercise good judgement and initiative when required.
- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.

### Knowledge

- Understanding of how to maintain a safe working environment.
- Sound knowledge of the Building Code of Australia and all relevant legislation and regulations and standards.
- Knowledge of Safe Work Method Statements and Risk Assessment for Building Maintenance and Construction

## Mandatory Experience/Qualifications

- Current C Class Drivers Licence
- Possession of a Work Health & Safety Competency card for CPCCOHS1001A (White Card)
- Trade qualifications in carpentry and/or construction or related industry
- Demonstrated experience in building maintenance work

## Desirable Experience/Qualifications

- Work Safely at Heights Ticket
- Work Confined Space Ticket
- High Risk Work Licence (Forklift)

## Delegations and Authorisations

### Financial Delegation

A financial delegation of \$15,000.00 is assigned to this position. Please refer to Council's Procurement Management Directive for details of Councils guidelines as per Local Government Act and Regulation. Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Electronic Document Management System.

## Physical Requirements

### Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 20kgs.

### Audio-Visual Demands

- Depth Perception  Colour Discrimination  Peripheral Vision  Hearing

### Specific Actions Required

This job may include:

Standing/Walking

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Sitting

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

Driving

- None
- Occasional
- 1-4 Hours
- 4-6 Hours
- 6-8 Hours

### Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Repetitive Motions

- Simple Grasping  Fine Manipulation  Pushing & Pulling  Finger Dexterity  Foot Movement

## This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plant operation with maximum seat rating of 150kgs

## Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC– SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

*The following statements apply to all employees, including permanent, part-time and casual employees.*

*Your responsibilities include:*

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the **Health and safety duties and Duty of Care** requirements as specified within the *Work Health and Safety Act 2011 Part 2*.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to willfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to willfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the **LRC–SMS** by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;

14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.

## Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

<b>Authorised By:</b>	Karyn Stillwell, Director of Communities
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	Vacant
<b>Signature:</b>	
<b>Date:</b>	