

POSITION DESCRIPTION

Position Title:	Karratha Leisureplex Maintenance Officer
Position Number:	10898
Directorate:	Community Experience
Reports to:	Recreation Facilities Coordinator
Department:	Community Facilities
Agreement:	City of Karratha Industrial Agreement 2023
Classification:	MEU Level 4

1. POSITION OVERVIEW

The Karratha Leisureplex (KLP) Maintenance Officer is required to perform asset maintenance and repair work primarily in and around the KLP but extending to Council's other Recreation Facilities. They will be responsible for maintenance support to ensure that the organisation's building's, properties, major plant and equipment and assets are adequately maintained.

1.1 Position Objectives

- Provide assistance and advice as required with maintaining property and equipment and performing relevant repairs and maintenance to ensure continuity of high-quality services for Recreation Facilities.
- Provide support in projects to existing buildings/properties and take a proactive approach to effective resource management through monitoring of preventative maintenance programs, site maintenance meetings, related audits.

2. DUTIES & RESPONSIBILITIES

2.1 Maintenance Recreation Facilities

- Provide ongoing maintenance support and repairs to City recreation facilities including but not limited to:
 - Sports floor upkeep & maintenance;
 - Window cleaning and maintenance;
 - Repair and replacement of locks, doors, furniture, fixtures & fittings;
 - Repairs of leaking taps, pumps and basic plumbing tasks;
 - Assembly, upkeep, maintenance and repairs of sporting equipment such as basketball backboards & winches, soccer & football goals, netball posts etc.
 - General patch and paint both internal and external to facilities
- Undertaking maintenance and repairs of furniture and equipment both inside and outside buildings
- To co-ordinate and take responsibility for arranging the shifting of furniture, fixtures & equipment including transporting of items for storage and/or relocation
- Assist the Community Facilities Team and in consultation with Building Maintenance Teams, to assess and complete reactive maintenance work requirements.
- In service safety inspection of electrical equipment (Test and Tag).
- Ensure that an efficient and effective preventative maintenance program is developed and maintained and that appropriate specialist work is carried out as required in consultation with the Building Maintenance Team.
- Manage external contractors as applicable ensuring contractors are working within agreed schedules, and meeting safety, quality and customer satisfaction standards

- Report damage and defects to buildings, services or facilities as a result of fair wear and tear, vandalism or accident, etc. to management.
- Ensure that all records are accurately kept that relate to equipment and property to ensure they are maintained in a safe working order.
- Contribute significantly to a safety culture, ensuring facilities and equipment is maintained in correct order.
- Any other duties requested and as required.

2.2 Communication

- Liaise with all staff at all Levels, including senior management in response to requests for maintenance, facility, equipment, furniture or goods movement or repair related issues
- Respond to phone email or other requests for general maintenance assistance as required.

2.3 City Assets & Projects

- Assist with preparation of specifications and details to release Request for Quotes for the supply of Recreational Equipment as required.
- Assist with regular condition assessments of City facilities and buildings
- Assist with budget estimates relating to maintenance programs and capital works projects.
- Contribute and provide advice to project working groups relating to Recreation Facility capital works as required.

2.4 Health & Safety

Employees are responsible for ensuring that:

- All tasks are undertaken with the full understanding of the officer's obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- They comply with all City policies and procedures relating to their health and safety.
- Utilise the City's procedure for WHS Communication, Consultation and Issue Resolution.
- They will not misuse or damage any equipment provided in the interests of health or safety.
- Observe all safe working practices as directed by the supervisor.
- Use and maintain protective equipment correctly.
- Report ALL accidents and incidents (including near miss) arising in the course of work to direct line manager / supervisor ASAP and then complete the Accident Incident Report form as soon as reasonably practicable within 24 hours where possible.
- Other roles and responsibilities outlined in the WHS Management at the City of Karratha: Roles and Responsibilities.

3 SKILLS, KNOWLEDGE & EXPERIENCE (KEY SELECTION CRITERIA)

3.1 Authority and Accountability

- Works under general supervision of the Recreation Facilities Coordinator.
- Works in accordance with approved Council's policies, procedures and guidelines.
- Maintain high level of commitment to quality systems and procedures, control measures and application

3.2 Judgement and Problem Solving

- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

- Ability to think laterally and provide alternative solutions when presented with unforeseen barriers to task completion.

3.3 Specialist Knowledge and Skills

- Knowledge of building construction and building maintenance procedures
- Demonstrated practical maintenance skills
- Developing knowledge of project management practices
- Good computer skills with the ability to use Microsoft 365 suite of products proficiently
- Demonstrated experience in managing and liaising with external contractors to achieve desired outcomes.

3.4 Interpersonal Skills

- Excellent interpersonal skills and ability to communicate effectively with all internal and external liaisons;
- Good verbal and written communication skills with a high level of attention to detail
- Exhibit excellent customer service skills when liaising with all Recreation Facility stakeholders and patrons.

3.5 Qualifications and Experience

- Trade certificate (Preferred)
- Previous experience in a similar position
- Competency & general knowledge of the operations of plant items & hand tools
- Current Manual C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)