

POSITION DESCRIPTION

Position Title:	Maintenance Officer
Position Number:	10523
Directorate:	Strategic Projects & Infrastructure
Reports to:	Building Maintenance Supervisor
Department:	Asset Maintenance
Agreement:	City of Karratha Enterprise Agreement 2023
Classification:	MEU Level 4A

1. POSITION OVERVIEW

The Maintenance Officer is responsible for maintenance support to ensure that the organisation's building's, properties, major plant and equipment assets are adequately maintained.

1.1 Position Objectives

- Provide assistance to the Building Maintenance team with maintaining property and performing relevant repairs and maintenance as required.
- 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 and related audits.
- Assist in the preparation of cost estimates for councils building maintenance programme.

2. DUTIES & RESPONSIBILITIES

2.1 City Buildings and Facilities

- Provide ongoing maintenance and repairs to City facilities, buildings and houses including but not limited to:
 - General carpentry repairs, renewals and additions, including the replacement of locks, doors, fixtures and fittings etc
 - Basic plumbing repairs, tap washers, toilet seats, re-sealant work etc
 - Replacement of light globes and tubes
 - Window maintenance including boarding up
- Co-ordinate and take responsibility for arranging the shifting of furniture including transporting of items for storage and/or relocation.
- In service safety inspection of electrical equipment (Test and Tag).
- Provide basic support for security alarms and building management systems.
- Assist in ensuring contractors are working within agreed schedules, and meeting safety, quality and customer satisfaction standards.
- Assist the Building Maintenance team to assess reactive maintenance work requirements.
- Assist the Building Maintenance team to prepare specifications and request for quotes for the supply of goods and services.
- Assist with regular condition assessments of City facilities and buildings.
- Ensure that all records are accurately kept that relate to equipment and property maintained in a safe working order.
- Participate in a rostered out of hours on call service.

- Ensure maintenance schedule is kept up to date and reviewed on a regular basis in consultation with the Building Maintenance Team.
- Ensure that an efficient and effective preventative maintenance program is developed and maintained and that appropriate specialist work is carried out as required.
- 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.
- Other duties as required.

2.2 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 regular supervision of the Building Maintenance Supervisor
- Works in accordance with approved Council's policies, procedures and guidelines.
- Maintain high level of commitment to quality systems, control measures and application.

3.2 Judgement and Problem Solving

- Ability to exercise limited judgement to problem solve by using guidance found in established processes, procedures, precedents, and guidelines.
- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

3.3 Specialist Knowledge and Skills

- Knowledge of building construction and building maintenance procedures.
- Good computer skills with the ability to use excel and word proficiently.

3.4 Interpersonal Skills

- Excellent interpersonal skills and ability to communicate effectively with staff, Directors and contractors.

- Good verbal and written communication skills with a high level of attention to detail.
- Demonstrated ability in the areas of time management, working autonomously and within a team, organisation, initiative, problem solving and conflict management skills.

Qualifications and Experience

- Trade certificate in Carpentry or relevant experience
- Construction Industry White card
- Current Manual C class driver's licence
- National (or Federal) Police Certificate (no more than 6 months old)