



POSITION DESCRIPTION

SECTION 1 – POSITION IDENTIFICATION

Title:	Maintenance Officer
Department:	Operations Officer
Responsible to:	Nil
Salary:	Band 5- Negotiable depending on experience and qualifications
Award:	<i>Municipal Employees (Western Australia) Award July 2021</i>

SECTION 2 - POSITION FUNCTION

Purpose

To assist the Operations Officer by maintaining all Shire Property including Municipal Buildings and Shire residential houses, parks, gardens and other facilities around the town of Halls Creek. Facilities and equipment must be kept in good working order, safe, and aesthetically pleasing. This role plays a crucial role in the smooth operation of our organisation by performing preventive maintenance, addressing repairs promptly, and ensuring compliance with safety standards.

SECTION 3 - RESPONSIBILITIES

- Carry out regular and urgent maintenance of Shire buildings and grounds.
- Carry out repairs and maintenance tasks as requested
- Able to carry out and supervise repairs and maintenance tasks, referring only exceptional matters to the Supervisor.
- Responsible for security and maintenance of tools used on site
- Assist Town Crew Works Supervisor as required in maintenance of property, parks, gardens and other facilities around the town of Halls Creek, working as part of the Town Crew
- Ensure engagement between the Community and Health and Regulatory Services staff conforms to the requirements of Aboriginal Culture.
- To comply with Occupational Health and Safety legislation and promote safe work practices including ensuring all OSH documents such as risk assessments, incident reports, hazard registers etc. are completed as soon as practical and delivered to Supervisor and/or HR coordinator immediately
- Ensure refuse is disposed of in the correct locations.
- Report on any break in/damage to buildings, fences, machinery.
- Spray area for weeds as directed.
- Maintain accurate paper and/or electronic records as directed, particularly in relation to tip users and vehicles.
- Advise Manager regarding practical problems observed or experienced.

Person Specification

Essential:

- Demonstrable Handy Man experience
- General experience in municipal works
- Prepared to participate in relevant qualifications and/or experience training
- Ability to understand the requirements of various controls, plans and documents
- Industry Induction white/blue card
- Ability to work with the public in a firm but courteous manner.

Desirable

- Previous experience in a similar position
- Basic weed spraying experience
- Previous experience with light and heavy machinery
- Previous experience with Forklift, Front End Loader, Excavator and bulldozer, and stationary engine

Shire Policy Requirements	<p>Police Clearance It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance (at interview or within 3 months of appointment) and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.</p> <p>Medical It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, (within 3 months of appointment) which will include a drug test.</p> <p>Driver's License Minimum C class driver's license. A copy to be provided upon interview or at commencement.</p>
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SECTION 6 - APPOINTMENT FACTORS

Location	Shire of Halls Creek, HALLS CREEK, WA 6770.				
Organisational Relationships	<p>Responsible to: Operations Officer</p> <p>Internal and External Liaison:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Internal</td> <td>All Council Staff</td> </tr> <tr> <td>External</td> <td>General Public, Local Services Contractors and Suppliers on occasions.</td> </tr> </table>	Internal	All Council Staff	External	General Public, Local Services Contractors and Suppliers on occasions.
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Extent of Authority	<p>Able to work semi-autonomously and carry out works as requested.</p> <p>Work in accordance with direct requests from the Town Crew Works Supervisor, Operations Officer and Director Infrastructure Assets.</p>				

Employment Terms	Permanent
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SECTION 7 - CERTIFICATION

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Musa Mono
Acting Chief Operating Officer

Date

I have read and understood the requirements of the position as detailed in this document.

Employee

Date

