

Make a real difference to Maroondah



Building Maintenance Team Member

Position Number: PWBM15
Classification: Band 4
Responsible to: Coordinator Facilities & Building
Service Area: Assets

Role and Summary Statement

The Building Maintenance Team Member reports to the Coordinator Facilities Management and is responsible for building maintenance and construction activities and provision of specialist technical advice to facility managers and building users

Tasks and responsibilities

1. Undertake program maintenance activities within Facilities and Building Services (including Building Maintenance and Capital Works) in accordance with organisational goals and objectives and relevant legislation.
2. Perform maintenance requests (including assessment, advice, distribution and quality monitoring) and building works (including investigations, new works, renovations and extensions).
3. Supervise contractors if necessary to ensure total completion of building works to Council's satisfaction.
4. Repair Council buildings in accordance with general carpentry work, including manufacture where necessary to timber related equipment.
5. Perform carpentry, cabinet-making and joinery work on Council buildings and structures.
6. Perform projects involving building trades such as painting, plaster works, bricklaying, glazing, metal work, welding, tiling, carpentry and joinery.
7. Maintain positive relationships with internal and external stakeholders (i.e. Management, Employees, Councillors, stakeholder organisations and service providers).
8. Provide technical advice to the Manager Facilities and Building Services on matters pertaining to the Facilities and Building Services area.
9. To participate in team projects in the execution of jobs.
10. Liaise with internal and external stakeholders in relation to building permit applications and resolution of problems when required.
11. Demonstrate a commitment to professional development to remain abreast of current industry and legislative trends.
12. Cooperate and comply with the requirements of all Maroondah City Council policies and procedures

and any actions taken by Council to comply with relevant Acts and Regulations.

13. Actively support and promote Equal Employment Opportunity (EEO) within the workplace in accordance with the Equal Opportunity Act 2010, Racial Tolerance Act 2001, Disability Discrimination Act 1992, Human Rights and Equal Opportunity Commission Act 1986, Workplace Relations Act 2006, Racial Discrimination Act 1975, Sex Discrimination Act 1984, Equal Opportunity for Women in the Workplace Act 1999, Occupational Health and Safety Act 2004, Local Government Act 1989, and Council policies.
14. Cooperate and comply with the requirements of all Maroondah City Council Occupational Health and Safety policies and procedures and any actions taken by Council to comply with the Occupational Health and Safety Act 2004 and other regulations. This includes taking reasonable care for the own safety and the safety of others who may be affected by their actions or omissions, including employees, contractors, volunteers, Council customers and the community in general.
15. Comply with the requirements of applicable Child Safety legislation such as the Child Wellbeing and Safety Act 2005 (Vic), Crimes Act 1958 (Vic), Children, Youth and Families Act 2005 (Vic), and Working With Children Act 2005 (Vic), as amended and/or replaced from time to time. Comply with Council's Child Safe Standards and Reportable Conduct Policy and assist Council to achieve a prevention focused, proactive and participatory approach to achieving and maintaining positive Child Safety related outcomes.
16. Observe the application of the Council Risk Management Policy and Strategy; be accountable for adherence to the same policy. Report identified hazards that may pose a risk to others and/or may give rise to an insurance claim. Ensure that all buildings, motor vehicles, equipment and other assets under your control are maintained in accordance with the defined standards and any required maintenance or damage are promptly reported to the appropriate officer for rectification. (Inspections/risk assessments should take into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson).
17. Comply with the requirements of applicable privacy legislation (e.g. Privacy and Data Protection Act 2014 (Vic); Health Records Act 2001 (Vic) as amended and/or replaced from time to time.
18. Adhere to the requirements of Council's Privacy Policy, that incorporates relevant Information Privacy Principles (IPPs) and Health Privacy Principles (HPPs), as amended and/or replaced from time to time.

Organisational relationships

INTERNAL	Management, Employees, Trainees
EXTERNAL	Service Authorities, Contractors, Consultants, Residents, Building Users, Committees of Management and Suppliers

Person specification

To perform the job successfully, an individual should demonstrate the following competencies and qualities:

Qualifications

Essential

- > A trade qualification in Carpentry, Joinery or Cabinetmaking relevant to the role, which must be attained via Certificate III (via an apprenticeship provider) or Certificate IV or equivalent.
- > Red Card Certificate
- > Current Victorian Drivers Licence.

Experience

Essential

- > Demonstrated experience in Carpentry, Joinery or Cabinetmaking or similar field.
- > Demonstrated knowledge of Occupational Health and Safety in the workplace.
- > Demonstrated ability to communicate effectively (both written and verbal).
- > Demonstrated experience working as part of a team in achievement of team and organisational goals.

Desirable

- > Demonstrated proficiency with computers/ipad, and associated applications, i.e. Outlook, Hansen

Other Certificates, Checks and Licences

Essential

Drivers Licence (Manual). Pre-employment Checks, Medical, CrimCheck, EWP, Working at Heights

INTER-PERSONAL SKILLS:

- > Employees require the ability to gain co-operation and assistance from members of the public and other employees in the performance of well-defined activities.
- > Employees in this Band may also be expected to write reports in their field of expertise.

SPECIALIST SKILLS AND KNOWLEDGE:

- > Employees in this Band must have the ability and skills to provide training in the post-trades or specialist disciplines either through formal training programmes or on-the-job training.
- > Employees in this Band also require a thorough understanding of the relevant technology, procedures and processes used within their operating unit.
- > Indicative but not exclusive of the skills required of an employee in this Band include:

JUDGEMENT AND DECISION MAKING:

- > The objectives of the work are well defined but the particular method, process or equipment to be used must be selected from a range of available alternatives.
- > For supervisors, the process often requires the qualification of the amount of resources needed to meet those objectives.
- > Guidance and counsel are always available within the time available to make a choice.

MANAGEMENT SKILLS:

- > Some employees are at the “work face” while others involve supervision of employees or groups of employees.
- > All employees at this level should have sufficient freedom to plan their work at least a week in advance.

- > Where supervision is part of the job, it is expected that the supervisor will assist other employees in their tasks where required.
- > Supervisors are also expected to have a knowledge of personnel policies and practices applicable to the work performed and supervised employees.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- > Employees are expected to exercise discretion within standard practices and processes, undertaking and implementing quality control measures.
- > Employees in this Band may exercise high precision trade skills using various materials and/or specialised techniques.
- > Employees in this Band provide direction, leadership and on-the-job training to supervised employees or groups of employees.
- > Employees with supervisory responsibilities are required to ensure that all employees under their direction are trained in safe working practices and in the safe operation of equipment and made aware of all occupational, health and safety policies and procedures.

Agreement: I have read, understood and agree to comply with this position description.

Name:

Signature:

Date:

Prepared by: Coordinator Facilities & Building **Authorised by:** Workplace People and Culture

Date reviewed: October 2018

Selection criteria

Criteria 1.

A trade qualification in Carpentry, Joinery or Cabinetmaking relevant to the role, which must be attained via Certificate III (via an apprenticeship provider) or Certificate IV or equivalent.

Criteria 2.

Current Victorian Drivers Licence, White Card Certificate (or equivalent), EWP and Working at Heights certificates of competency.

Criteria 3.

Demonstrated commitment to customer service and the ability to plan and organise own work with appropriate timelines

Criteria 4.

Sound knowledge of maintenance techniques for buildings, including the ability to recognise unsafe structures and interpret relevant Australian Standards and Building Codes.

Criteria 5.

The ability to use specialised wood work machinery (e.g. panel saw, thicknesser and planer)

Criteria 6.

The ability to follow plans and carry out geometrical, financial and estimating calculations.

Criteria 7.

Demonstrated experience working as part of a team in achievement of team and organisational goals and objectives.

NOTE: Candidates are required to address each of the selection criteria in their applications.

Personal capability requirements

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - counter / desk			•	
Sitting – vehicle				•
Operating telephone / computer				•
Writing / reading			•	
Manual Handling				
Bending / twisting Spine				•
Working with one or both hands above shoulder height			•	
Lifting (5kg or under p/item)			•	•
Lifting (5kg or over p/item)			•	
Requiring low/light application of force				•
Requiring medium to high application of force		•		
Lifting/holding/restraining children	•			
Exerting force in an awkward posture	•			
Holding & supporting equipment		•		
Agility				
Squatting / kneeling			•	
Looking up / looking down				•
Reaching forwards or sideways			•	
Gripping or grabbing equipment				•
Mobility				
Walking / standing- briefly				•
Walking / standing- extended			•	
Walking on uneven ground			•	
Climb steps/stairs				•
Climb ladder			•	
Driving – passenger vehicle		•		
Driving – light commercial (regular drivers licence)				•
Driving – bus (endorsed licence)	•			
Driving – machinery/heavy commercial			•	
Sensory				
Hearing – face to face / telephone conversations				•
Hearing – working with loud machinery				•
Visual – read printed material, signage			•	
Visual – computer screen, electronic signs				•
Visual – driving				•
Visual – watching with vigilance (e.g. SXS, Lifeguard)		•		
Emotional				
Dealing with complex customers / residents		•		
Supporting dependent persons	•			
Dealing with conflict	•			
Managing complex personal situations	•			
Providing empathy	•			
Work Environment				
Outdoor – exposed to elements, plant & equipment				•
Confined spaces			•	
Working alone			•	
Working at heights (greater than 2m)			•	
Exposure to extensive dust		•		
Pollen (or other allergens)		•		
Exposure to polluted odours and/or chemicals		•		
Personal waste		•		

Office Use – Pre employment Medical Checks

	If selected - Musculoskeletal assessment recommended
	If selected - Audiology (hearing) assessment recommended
	If selected – Vision assessment recommended

Office Use – Other Checks

	If selected – Risk assessment for PDA recommended
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Our workplace values



Our people | Our service | Our approach

Organisational vision

We will foster a prosperous, healthy and sustainable community.

Our mission

We are dynamic and innovative leaders, working in partnership to enhance community wellbeing.

Our values

We are **ACCOUNTABLE** to each other
and our community

We collaborate in an adaptable and
SUPPORTIVE workplace

We **PERFORM** at our best

We are open, honest, **INCLUSIVE**
and act with integrity

We ensure every voice is heard,
valued and **RESPECTED**

We are brave, bold and aspire
to **EXCELLENCE**