

# POSITION DESCRIPTION



<b>TITLE</b>	Maintenance Labourer / Handyman
<b>DEPARTMENT</b>	Infrastructure
<b>AWARD</b>	Queensland Local Government Industry (Stream B) Award – State 2017
<b>LEVEL</b>	LGEA L4– L6
<b>REPORTING OFFICER</b>	Infrastructure Manager
<b>DELEGATIONS</b>	As per Councils Register of Delegations

## ORGANISATIONAL VALUES

Are the fundamental beliefs that define our culture and behavior, reinforcing our relations with each other and our community.

**COMMUNICATION** We are “HOT” Honest, Open & Two-way - It is the transaction of ideas, thought, information, facts & values between council, staff & community

**FUN** We laugh together, We work together - Work is only work if you make it so. In every job that must be done there is an element of fun.

**POTENTIAL** We encourage growth - Giving everyone a chance to reach their full potential is the best work anyone can do.

**COURAGE** We plan to succeed – Excuses for failure are not documented. Fear is not present because no one ever works alone. Change is constant, growth is optional

**SAFETY** We think, act & promote safety – Safety isn’t a slogan it is a way of life.

**COMMITMENT** We are passionate & engaged – Commitment ignites our actions and drives our performance. It fuels our passion for a job well done.

## DEPARTMENT SUMMARY

Maintain strong work ethics to assist in developing & upholding works of nominated Infrastructure duties in order to achieve Council’s goals and objectives.

## OBJECTIVES

To carry out inspections of vacant housing and to maintain general repairs & maintenance to Council Housing and Public Facilities.

To assist in the operation and maintenance of water supply and sewerage systems in accordance with the license conditions and any other requirements of the Environmental Protection Agency, other relevant authorities and Bulloo Shire Council policies; to carry out repairs and maintenance as required; and, to meet the needs of the community for reliable and safe water and sewerage services.

## KEY RESPONSIBILITIES

### Building Maintenance

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- Respond to tenants' requests for maintenance services, – general carpentry such as but not limited to hanging doors, new locks, blinds and curtains, architraves, window frames, boxing in, assembling furniture, easing and adjusting windows, replacing handles and similar hardware.
  - Carry out skilled DIY & general maintenance work involved in all aspects of onsite building.
  - Maintenance and Inspections and reporting of all defects
  - Maintenance, both internal and external.
  - Perform maintenance and light repairs.
  - Respond to requests from property managers and maintenance services as needed.
  - Test performance of in-unit appliances, such as refrigerators, microwaves, stoves, ovens and coffee makers.
  - Paint and fill gaps or crevices (on walls, sidewalks etc.)
  - Undertake light installation or carpentry (e.g. build cabinets or flat pack furniture).
  - Repair equipment or appliances (not electrical)
  - Ensure maintenance is carried out on all streetscape and public areas to improve amenity.
  - Clean facilities by sweeping, dusting etc. when required.
  - Provide specifications for materiel procurement if required

#### **Water and Sewerage**

- Correct defects and/or inadequacies in accordance with established methodologies and/or as directed.
- Plan and co-ordinate work to minimise disruption to customer service.
- Implement work procedures to ensure quality and level of service is maintained.
- Implement planned maintenance schedules with the aim of reducing responsive maintenance and unplanned customer service interruptions.
- Respond to unplanned customer service interruption, customer enquiries and applications for new connections to ensure customer charter is met.
- Assist in the preparation of materials and quantities lists for water and sewerage main construction or major maintenance works
- Assist or undertake renewal projects of Council's water & sewerage infrastructure.

#### **Administration and Other Duties**

- Comply with Environmental Policy and Quality Policy as relevant to the position.
- Work effectively as a team member to assist senior staff to continuously improve work processes and develop new practices as required.
- The role is part of the whole organisation team and as such requires you to perform such reasonable tasks that are required, as and when necessary, to maintain, promote, develop and expand the business of our organisation and its interests generally.

#### **Workplace Health and Safety**

- Plan and organize work and accurate completion of various documentation e.g. timesheets, risk assessments & reports.
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- All Bulloo Shire Council Workers are to comply with Bulloo Shire Council WHS Policies and Procedures, be proactive in the identification and management of hazards, consult and communicate with others and work in a healthy and safe manner.

## REQUIREMENTS OF THE POSITION

### NECESSARY SKILLS & EXPERIENCE (SELECTION CRITERIA):

#### **(R) - Required / (D) - Desirable (training could be provided)**

- Willingness to undertake Council's Immunisation Program (Hepatitis A & B) **(R)**
- Certification in Confined Spaces, or willingness to obtain **(R)**
- Certification MSMWHS216 - Operate breathing apparatus, or willingness to obtain **(R)**
- Maintain a Class "MR" License minimum or willingness to obtain **(R)**
- Knowledge of a broad range of water & sewerage practices and associated tasks or willingness to learn **(R)**
- Ability to operate water & sewerage systems, undertake minor repairs as required and to exercise initiative in the application of established work practices **(R)**
- High standard of written and verbal communication skills **(R)**
- Ability to communicate effectively and understand and follow written and verbal instructions **(R)**
- Ability to work cooperatively with other team members and resolve minor problems on the job **(R)**
- Ability to recognise potential hazards that could be a risk to council employees or the general public **(R)**
- WH&S Competency Card for CPCCWHS1001 – Work Safely in the Construction Industry or a willingness to obtain this card before commencement **(R)**
- Proficient in the use of PC based software including word processing, spreadsheets and relevant operating systems **(D)**
- Any qualification applicable to relevant field **(D)**

## DUTY OF WORKERS

While at work, a worker must:

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act; and
- (d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

## DUTIES OF WORKER USE PPE

- (1) This section applies if a PCBU provides a worker with PPE.
- (2) The worker must, so far as the worker is reasonably able, use or wear the equipment in accordance with any information, training or reasonable instruction by the PCBU.
- (3) The worker must not intentionally misuse or damage the equipment.