

# Central Darling Shire Council

## Position Description

### Maintenance Officer

#### Our Council

Central Darling Shire is the largest Shire in NSW and yet has the smallest population. It covers an area about the size of the main island of Tasmania and yet has a population of less than 2,000 people. The Shire is extremely diverse with four main communities – Wilcannia, Menindee, Ivanhoe and White Cliffs. Each of these communities are different in their commerce, geography and Indigenous and other cultures.

The administration centre of the Shire is based in Wilcannia, which is situated on the Barrier Highway, approximately 198 kms east of Broken Hill, 470 kms north of Mildura and 260 kms west of Cobar.

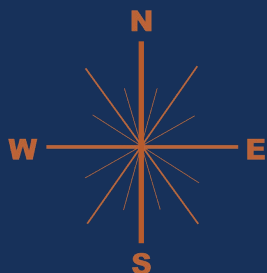
#### Our Values

Through a collaborative approach and strong commitment, the values that will support our mission and guide us in achieving our vision are:

- Energising leadership
- Customer service and contribution to community
- Innovation and continuous improvement
- Equal opportunity and caring for individuals
- Political harmony
- Teamwork
- Ethical behaviour

#### Our Benefits

- 9 day fortnight
- Four (4) weeks annual leave per year
- 15 days sick/personal leave per year
- Superannuation
- Uniform Allowance
- Employee Assistance Program (EAP)
- Safety work wear and Personal Protective Equipment (PPE) for outdoor staff
- Access to learning and development opportunities



*For more information, visit:*

<https://www.centraldarling.nsw.gov.au>



<b>Position Title</b>	<b>Maintenance Officer</b>		
Department	Shire Services	Position Code	CDSC1210
Location	Wilcannia		
Pay Grade	CDSC Grade 5	Award Band	Band 2 Level 1
Position Status	Permanent	Standard Hours	76 hours fortnight
Reporting to	Building Maintenance Supervisor		
Direct Supervision	Nil	Indirect Supervision	Nil
Position Delegations	No	Budget Responsibility	No
National Police Clearance:	No	Working with Children Check:	No
Approved by:	Operations Manager	Date Approved:	

## The Position

The position is responsible for providing professional maintenance services, minor capital improvements, and installation programs to support an effective and high-quality outcome for Council's owned building facilities. This includes maintaining infrastructure functionality and security integrity to enable the Council's property and facilities to meet regulatory obligations, manage risk, and provide a professional customer service approach.

While the role is based in Wilcannia, the position will be required to work across the Central Darling Shire Council region to meet business needs.

## Key Responsibilities

Within the area of responsibility and ensuring the quality of services meet the expectations of the organisation, the role is required to:

- Conduct scheduled and ad-hoc maintenance works to Council owned buildings as directed by the Building Maintenance Supervisor, in a professional manner. Maintenance works includes but not limited to, carpentry, plumbing, globe replacements, painting, plastering, graffiti removal, general repair and maintenance duties.
- Proactively monitor minor building maintenance works, and small refurbishment projects undertaken by contractors.
- Identify and report all maintenance issues, initial assessments and recommendations to the Building Maintenance Supervisor for action and recording.
- Conduct and document scheduled serviceability checks and maintenance of plant, equipment such as stand by generators and infrastructure as per approved procedures.
- Maintain a quarterly register of equipment in the allocated service vehicle.
- Regularly monitor and report on cleaning, maintenance and housekeeping facilities, buildings, equipment and grounds.
- Liaise professionally with internal and external stakeholders, obtain quotes and ensure outcomes are met in a timely manner.
- Conduct regular hazard identification inspections, and address safety issues to contribute towards safety improvement and practices.

**Note:** An employee may be directed to carry out any other duties, tasks or projects the employer may assign, having regard to the employee's skills, training and experience.

## Key Challenges

- Prioritising tasks and managing workload within a high-volume work environment to meet required timeframes.
- Maintenance of a strong customer focus in times of uncertainty and change.
- Maintaining building and plant to an operational and safe standard.
- Travel and working within remote locations.

## Inherent Requirements

- Some out of hours work may be required on an ad hoc basis
- Hold a current Class C Driver's Licence (minimum)
- Due to the nature of this position, there is a requirement to work after hours during periods where emergency works, ranger services, repairs to water and mains breaks occur.
- Responsible for meeting the organisation wide accountabilities as attached.
- Ability to meet the Job Demands for the position as attached.

## Essential Position Criteria

### Qualifications / Experience / Accreditation / Certification

- Trade level qualification such as carpentry, plumbing or electrical and/or relevant experience in building construction, property and facility maintenance practices.
- General Induction for Construction work in NSW (White Card).

### Specialised Knowledge and Skills

- Ability to utilise a variety of tools and equipment in a safe and competent manner in accordance with manual handling procedures.
- Ability to organise and prioritise competing tasks and work both autonomously and as part of a team.
- Demonstrated literacy and numeracy competency, including computerised data input and administration practices.
- Developed time management and work planning skills, including operational and customer problem resolution.
- Good oral and written communication skills with an ability to interact with the public.
- Ability to work independently and as part of a team.
- Demonstrated knowledge of work health and safety requirements as it relates to the position.

## Desirable Position Criteria

- Demonstrated knowledge of operation of plant and equipment and various power tools, including trucks, skid steer loader, tractors, slasher and mowers etc and ability to obtain the necessary licences/tickets if required.
- MR Driver's Licence.
- First Aid Certificate.
- Awareness and ability to identify asbestos materials during building works.

# Key working relationships

Who	Why
<b>Internal</b>	
Staff	<ul style="list-style-type: none"><li>• Role model expected behaviours and support team members in meeting the organisation's strategic direction and its desired workplace culture.</li><li>• Provide effective communication and training, guidance, support and coaching to team members.</li></ul>
<b>External</b>	
Community	<ul style="list-style-type: none"><li>• Promote a positive image of Council when undertaking duties within the community.</li></ul>
Local businesses, suppliers	<ul style="list-style-type: none"><li>• Monitor, direct and address enquiries where practicable..</li><li>• Optimise communication and engagement to achieve defined outcomes</li><li>• Manage expectations and resolve issues</li></ul>

*I have read and understood the content of this Position Description, Job Demand Analysis and Organisation Wide Accountabilities, and undertake to meet the inherent requirements of the position.*

*I understand that this Position Description is designed to guide the responsibilities and activities to be undertaken in the position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.*

**Employee Name:**

**Signature:**

**Date:**