

<b>POSITION TITLE</b>	<b>Facilities Tradesperson</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Technical Services</b>
<b>LOCATION</b>	<b>Kowa Street Depot, Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>BT Level 1</b>
<b>REPORTS TO</b>	<b>Senior Facilities Officer</b>

### Department Summary

The Infrastructure Services Department is responsible for the planning and delivery of Council's capital works and major operational works programs.

Department business units include:

- Technical Services
- Works
- Water & Waste
- Assets & Projects

### Position Summary

The Facilities Tradesperson is responsible for completing daily maintenance activities for Council owned buildings, facilities and other structures within the Mareeba Shire. This includes carrying out a range of reactive and planned maintenance activities to ensure Council facilities remain in a safe and serviceable condition.

The Facilities Tradesperson is required to assist with after-hours work and be part of an on-call support roster for the facilities section.

The role involves physically demanding work to be undertaken in a hot and humid climate on a daily basis and the person must ensure they are physically fit and able to efficiently and consistently undertake these tasks. This includes a requirement to maintain their weight at or below the Safe Working Load (SWL) for the machinery and equipment the position is required to use or operate.

### Key Responsibilities

- Undertake regular inspections of Council Facilities and correct defects and inadequacies as directed or in accordance with established priorities
- Perform safe and efficient general maintenance duties to Council owned buildings, facilities and other structures at various locations throughout the shire as directed. These may include but are not limited to tiling, painting, plastering, joinery, floor coverings, flat-pack assembly, window and door locks, non-structural strip-outs and undertaking minor renovations to Council's buildings and facilities
- Ensure all tasks are completed in a competent, capable, safe and timely manner
- Operate Council plant, machinery and vehicles in a safe and competent manner to ensure compliance with Council requirements including safe work method statements
- Ensure worksite housekeeping and vehicle presentation is of a high standard so that it provides a safe work environment and reflects positively on the Council image

- Timely and accurate submission of any documentation and paperwork that may be required in the course of performing duties
- Work effectively with other Council staff and the public to ensure works are undertaken with minimum disruption
- Other reasonable duties as directed from time to time.

### **Skills and Knowledge**

- Sound oral and written communication skills
- Ability to work successfully within a small team environment
- Ability to work autonomously and to problem solve
- Knowledge of and ability to apply safe work practices including manual handling techniques, operating power tools and to follow WHS procedures and policies
- Knowledge of industry good practice and accepted construction techniques associated with building maintenance activities
- Knowledge and sound understanding of a range of building maintenance and construction procedures, including technical understanding of building plans and specifications
- Sound understanding of the engineering properties and selection of materials used for building maintenance and construction activities

### **Qualifications and Experience**

#### ***Essential (Mandatory for the Position)***

- Current Queensland C Class drivers' licence
- Demonstrated experience in undertaking activities related to building maintenance and construction which include tiling, painting, plastering, joinery, floor coverings, flat-pack assembly, window and door locks, non-structural strip-outs and renovations, and temporary repairs
- Queensland Construction White Card, or National equivalent

#### **Desirable**

- Current Queensland LR or MR Class driver's licence
- Current Trade Certification
- Working with Children blue card or eligible and able to obtain card after commencement in the position
- Experience with undertaking building inspections and/or maintenance checks

### **Environmental Obligations**

All employees have a legal obligation to comply with environmental legislation and must comply with any Environmental Authority issued to Council to carry out activities. Clause 4.2.5 of the Employee Code of Conduct provides further detail on employee and supervisor compliance requirements.

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

All employees have a legal obligation to comply with WHS legislation. Employees must work in accordance with the Council Safety Management System – SAFE PLAN and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

**SCHEDULE S3**

**WHS RESPONSIBILITY STATEMENT**

**Workers**

All employees have a legal obligation to comply with WHS legislation, the Council WHS Management System (SAFE PLAN), WHS policies, procedures and work instructions. These operate to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment.

The following responsibilities apply to all employees, including permanent, part-time and casual employees:

1. Ensuring you keep up to date and comply with WHS legislation and SAFE PLAN (WHS Plan) and participate in the completion of Monthly Action Plans (MAPs)
2. Performing all work and associated functions in a safe manner
3. Complying with WHS policies, procedures, reasonable written or verbal work instructions issued by Council or its officers
4. Correctly using and maintaining all personal protective clothing and equipment supplied by Council
5. Identifying hazards, conducting risk assessments, and taking corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
6. Establishing and maintaining a high standard of housekeeping and cleanliness within individual work areas and on Council property generally
7. Reporting and assisting with the investigation of all incidents in the workplace, including minor injuries, near misses and property damage as requested
8. Attending relevant toolbox talks, team discussions or specific training organised by Council
9. Identifying the location of first aid treatment centres, fire protection facilities and evacuation procedures in the work area
10. Working in a manner that will not endanger you, other employees or the public
11. Cooperate with any reasonable instruction given by Council officers
12. Report any safety concerns to your supervisor
13. Ensuring compliance with National Heavy Vehicle legislative requirements relevant of this position.

I have read and understand the above position description and WHS Responsibility Statement S3					
<b>INCUMBENT NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	
<b>SUPERVISOR NAME</b>		<b>SIGNATURE</b>		<b>DATE</b>	