

<b>POSITION TITLE</b>	<b>Facilities Maintenance Assistant</b>
<b>DEPARTMENT</b>	<b>Infrastructure Services</b>
<b>GROUP</b>	<b>Facilities</b>
<b>LOCATION</b>	<b>Mareeba</b>
<b>CLASSIFICATION / LEVEL</b>	<b>LGE Level 3</b>
<b>REPORTS TO</b>	<b>Facilities Asset Officer</b>

### Department Summary

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

Department business units include:

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

### Position Summary

The Facilities Maintenance Assistant is responsible for general maintenance, mowing and rubbish collection at various depots, aerodromes and facilities in the Mareeba area. This position provides assistance to the Facilities Tradesperson as required.

The position calls for physically demanding work to be undertaken in a hot and humid climate on a daily basis. As such, it is the responsibility of the Facilities Maintenance Assistant to 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 seat of the machinery and equipment the position is required to operate.

### Key Responsibilities

- Undertake general maintenance, repairs and rubbish collection at various depots and facilities
- Undertake lawn maintenance at the Mareeba Depot, as required
- Perform general maintenance and repairs at the Aerodromes
- Assist Stores staff in the collection, delivery and loading/unloading of goods and materials
- Operate forklift to load and unload supplies and materials
- Deliver large items not suitable for internal courier to various depots and facilities
- Inspect facilities after public hire
- Assist Facilities Tradesperson as directed and undertake general labouring duties
- Undertake Test & Tag duties (training will be provided) across a range of Council facilities
- Other reasonable duties as directed from time to time

## **Skills and Knowledge**

- Willingness and physical ability to undertake manual handling and labouring tasks for extended periods, sometimes in hot and humid conditions
- Ability to positively contribute and work within a team environment with limited supervision
- Sound written and verbal communication skills and the ability to follow both written and verbal instructions
- Knowledge of and ability to apply safe work practices, including manual handling techniques, and follow WHS procedures and policies
- Sound knowledge of the suitable selection and use of relevant construction tools and materials
- Basic understanding of construction and maintenance methods and principles with the ability to diagnose and troubleshoot problems

## **Qualifications and Experience**

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

- Current Queensland C class driver's licence
- Year 10 certificate, or equivalent educational and/or industry experience
- General Safety Induction Blue Card
- Current Forklift ticket or to be obtained within six months of commencement

### ***Desirable***

- Experience within the construction and/or building industry
- Electrical Test and Tag qualification

## **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 Council's Safety Management System – SAFE PLAN - and comply with the WHS Responsibility Statement relevant to their position - see Schedule S3 attached.

Employees may be required, at Council's discretion, to undertake First Aid Officer, Fire Warden and other Workplace Health and Safety related functions and roles in accordance with their WHS responsibilities as outlined in the Statement attached in Schedule 3. When employees are required to perform these functions and roles, Council will provide relevant training.

**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. Support safety in the workplace by undertaking First Aid Officer, Fire Warden and other WHS related functions in your workplace
11. Working in a manner that will not endanger you, other employees or the public
12. Cooperate with any reasonable instruction given by Council officers
13. Report any safety concerns to your supervisor
14. Ensuring compliance with National Heavy Vehicle legislative requirements relevant to 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>	

Last Review Date: 10 October 2024