

Position Description

CORPORATE INFORMATION

Position title	Specialist Building Maintenance		
Directorate	Infrastructure Services	Branch/Section/Unit	Property and Open Space Branch / Building and Facilities Section
Position number	1057	Level	8
Award	Queensland Local Government Industry (Stream B) Award – State 2017 Division 2, Section5.		
Line Manager	Supervisor Building Maintenance		
Direct reports	Nil		
Indirect Reports	Nil		

SCOPE OF POSITION

Position Summary

Complete building, renovation and maintenance work ensuring Council facilities are well maintained, safe and compliant with relevant legislation.

Key Responsibilities of the Role

- Completion of building, renovation and maintenance work as directed, ensuring Council facilities are fit for purpose and compliant with relevant legislation.
- Completion of all tasks in compliance with work health and safety policy and procedures resulting in minimal lost time injuries.
- Adherence to all relevant Council policy and procedures in particular planning and building codes.

Mandatory Licence/Competency (Ticket) Requirements

- Queensland Manual 'C' Class driver's licence or above that is current and maintained.
- Construction Industry White/Blue card.
- Trade Qualification in building/construction industry.

Essential Knowledge/Skills/Qualifications Criteria

- Broad knowledge and experience across of all aspects of building/construction work including but not exclusive to carpentry, roof work, asbestos removal, plastering and painting work.
- Demonstrated experience in scheduling and coordination of building/construction projects.
- Demonstrated understanding of work health and safety.
- Demonstrated ability to work unsupervised, yet also as part of an integrated team.
- Demonstrated ability to supervise subordinate staff

Desirable Knowledge/Skills/Qualifications Criteria

- Additional work specific permits or tickets (eg working at heights, asbestos removal etc).

Physical Requirements of the Position

- An ability to frequently exert a force up to 20kg whilst pushing, pulling, lifting or carrying an object or equipment.
- An ability to occasionally lift or carry objects or equipment up to 25kg.
- An ability to frequently stand for periods of two hours and occasionally walk on sloping, uneven or slippery surfaces whilst using equipment or carrying objects up to 20kg.
- An ability to kneel or crawl in a bent position whilst exerting force up to 15kg.
- An ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Occasional out of hours work (including weekends).

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Position Description



Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.

Council's Values

Accountability – We are open, transparent and take responsibility for our actions.

Communication – We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused – We meet the needs of our community in an efficient and effective manner. We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity – We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration – We recognise and support everyone's contributions. We are inclusive and contribute respectfully working as a team. We will care for ourselves and others.

POSITION APPROVAL AND ACCEPTANCE

Approved by

Name		Position	
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Position Description



Signature		Date	
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Accepted by

Name			
Signature		Date	

The scope and requirements of this position as well as the organisational structure is subject to change by Council as required by business needs.