

Asset Maintenance Assistant

Role purpose

This role ensures the installation and maintenance of built assets and infrastructure, including parking furniture and equipment, to meet prescribed service levels and Australian Standards, while addressing community needs and enhancing the City of Hobart's service delivery.

Role overview

EA & Classification	Hobart City Council Enterprise Agreement 2024 Municipal Employee Level 5
Position Number	9101
Number of direct reports	0
Responsible for total staff	0
Delegations & Authority	Nil
Budget level	Nil
Network, Group, & Team	Infrastructure and Assets Network, Open Space Group, Parks and Reserves
Immediate Manager	Supervisor Projects and Assets (5110)



Asset Maintenance Assistant

Role accountabilities Key result areas

Group

- Undertake programmed and reactive maintenance on a range of built assets and infrastructure in accordance with prescribed levels of service and the relevant Australia Standards, whilst assisting with the development of works programs and the delivery of services by a range of Contractors engaged by City of Hobart.
- Assist the Supervisor and Projects and Assets (5110) with the delivery of the Capital Workers Program across the network of Parks and Open Space areas managed by the City of Hobart and provides trade guidance to other staff.
- Contribute to a positive and inclusive work environment through a team that makes a positive and significant contribution to the corporate goals and the public image of the City of Hobart.
- Undertake prescribed inspections of a range of built assets and infrastructure to ensure that all faults are identified and formally reported and ensure maintenance and repair services are programmed and delivered in accordance with the City of Hobart's prescribed levels of service.
- Undertake work to the expected standards.
- Contribute to the delivery of the Playground Inspection Program to ensure compliance with the Australian Standards covering the management of Playgrounds.
- Demonstrate a commitment to Work Health and Safety standards through participation in formal and informal discussions.

Behaviour Standards

- Actively demonstrate the expected behaviours described in the City of Hobart Capability Framework in accordance with the position classification.

Work Health and Safety

- To take reasonable care that your acts or omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS applicable policies and procedures.
- Ensure compliance with Work Health and Safety and Child and Youth Safety requirements at all times and follow prescribed reporting processes within the required timeframes.

NOTE: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence, and training.

Asset Maintenance Assistant

Selection criteria



Qualifications and Licences

- Certificate III or above in a relevant trade.
- Prepare to Work Safely in the Construction Industry – White Card (3PCCWHS1001).
- Current Registration to Work with Vulnerable People.
- Current Drivers Licence.

Essential

1. Demonstrated experience in delivery of construction and maintenance programs and services with defined timeframes, budget parameters and to the expected standards.
2. A demonstrated ability to provide a positive and effective contribution within a team environment.
3. A flexible and responsive approach in a varied work environment that is influenced by the need to deliver prescribed levels of service whilst providing a range of “reactive” services.
4. The ability to work independently and resolve a range of operational matters that may arise as part of the delivery of maintenance and Capital Works Programs.
5. The ability to effectively communicate with colleagues across the Division and wider Council, Contractors, customers, and other relevant stakeholders.
6. Ability to self-reflect and demonstrate organisational value and behavioural standards.

Desirable

- CPPACC4006 – Conduct playground access audits.
- Medium Rigid Driver Licence.
- RIIWHS205E Control traffic with stop-slow bat.
- HLTAID003 Provide First Aid.
- HLTAID002 Provide basic emergency life support.
- HLTAID001 Provide cardiopulmonary resuscitation.



Asset Maintenance Assistant Pre-employment checks

1. National Police check
2. Pre-employment Medical Assessment – Low Risk
3. Current Registration to Work with Vulnerable People.

Notes

- Regular checks of the validity and status of essential licences and registrations are undertaken during the term of employment.
- The employee is responsible for notifying any new criminal convictions during the course of their employment.
- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*.

Our Values



People

We care about people – our community, customers and colleagues



Focus & Direction

We have clear goals and plans to achieve sustainable social, environmental and economic outcomes for the Hobart community.



Accountability

We work to high ethical and professional standards are accountable for delivering outcomes for our community.



Teamwork

We collaborate both within the organisation and with external stakeholders drawing on skills and expertise for the benefit of our community



Creativity & Innovation

We embrace new approaches and continuously improve to achieve better outcomes for our community.