

## POSITION DESCRIPTION

<b>Position Title</b>	Building Maintenance Trainee
<b>Classification Level</b>	As applicable in accordance with Schedule E of the Miscellaneous Award 2020
<b>Directorate</b>	Commercial Services
<b>Department</b>	Development Services
<b>Reports to</b>	Building Services Coordinator
<b>Position Number</b>	TBA

### 1 POSITION SUMMARY

Assist the Shire's Building and Property teams with ongoing maintenance of the Shire's facilities and residential stock, and in particular, general maintenance of Shire housing and public building infrastructure. This includes maintaining functionality and security integrity to enable the Shire's Facilities to meet regulatory obligations, manage risk, and ensure they are fit-for-purpose. The Team also assists with workload overflow workload from the Airport maintenance portfolio, as directed.

### 2 POSITION-LEVEL PRINCIPLES, OBLIGATIONS & ACCOUNTABILITIES

The primary outcomes of this position type include:

- Supporting and promoting the "culture" and "values" of the Shire of East Pilbara evidenced through personal commitment, personal behaviour, language and the achievement of results;
- Contributing to employee and customer satisfaction, engagement and excellence;
- Collaboratively participating in teams to deliver outcomes for and on behalf of the Shire;
- Effectively communicating and cooperating with internal and external stakeholders as applicable to maintain positive relationships with the Shire;
- Actively contributing towards efficiency and quality of service, as directed;
- Proactively reporting and mitigating, risks.

### 3 ROLE ACCOUNTABILITIES

Assist the Team with the following as directed by the Building Services Coordinator:

#### **Building/Property Maintenance**

- Providing installations, repairs & maintenance of infrastructure assets in line with qualifications & licenses held;
- Conducting and documenting scheduled serviceability checks and maintenance on Shire buildings/houses, equipment and infrastructure as per approved procedures;
- Regularly monitoring and reporting on cleaning, maintenance and housekeeping of Shire buildings, houses, equipment and grounds;

- Maintaining and operating basic services, plant and equipment in a clean and safe manner;
- Providing support to the Building Services and Property Services Coordinators, and support to other Shire of East Pilbara teams and sites as directed, particularly the Airport Maintenance Team;
- Conducting regular hazard identification inspections, and address safety issues contributing towards safety improvement and practices;
- Implementing litter control and the removal/isolation of refuse;
- Ensuring correct building maintenance practices are exercised at all times;
- Minor construction and earthmoving work as directed by the Building Services Coordinator– and within qualifications & licenses held;
- Responding to faults, failures and damage reported by Shire staff and the general public and completing repairs or advising a scope of works to be passed on to external contractors;
- Carrying out minor maintenance works including, but not limited to, carpentry, plumbing, globe replacements, painting, graffiti removal, general repair and maintenance duties;
- Monitoring minor building maintenance works and small refurbishment projects undertaken by contractors;

#### **Other Duties**

- Assisting with workload overflow workload from the Airport maintenance portfolio, as directed.
- Performing other duties/projects as directed by the Building Services Coordinator within the scope of this level and in accordance with skills, knowledge and experience.
- Working effectively within a team environment;
- Establishing effective working relationships with team members and applying sound communication skills;
- Effectively managing time and prioritising tasks;
- Applying Occupational Safety and Health policies and procedures to maximise a safe working environment;
- Supporting and promoting the Shire's Code of Conduct within the team.

## **4 SELECTION CRITERIA**

### **ESSENTIAL CRITERIA (to be considered for this role you must demonstrate the following skills and experience)**

- Willingness to learn and undertake TAFE level qualifications relevant to the work area as approved by the Manager Human Resources.
- Well-developed computer literacy skills.
- Ability to maintain confidentiality.
- Skills in time management.
- Ability to communicate with a variety of people.
- Aptitude to understand and apply policies and procedures.
- Current WA 'C' Class Drivers Licence.

### **DESIRABLE CRITERIA**

- Previous experience in work environments, particularly with building and/or property maintenance.
- Previous experience in a Local Government Authority.

#### **EMPLOYMENT CONSIDERATIONS**

To be considered for a position at the Shire of East Pilbara, applicants must be able to satisfy the following appointment prerequisites by providing:

- Completion of 100-point identification check;
- Production of a valid Police Clearance of no more than 6-months old;
- Proof of full COVID vaccination;
- Hold the appropriate rights to work in Australia;
- Completion of a pre-employment medical.

### **5 GENERAL ACCOUNTABILITY, ATTITUDE, BEHAVIOUR AND CONDUCT**

Every person carrying out work for the Shire has a personal accountability for their observable attitudes, behaviour, and conduct. Obligations regarding these are contained in other documents such as:

- The Shire's Code of Conduct;
- Management directives and approved policies and procedures;
- Staff Values and behavioural commitment statements;
- Other lawful and reasonable directions from the employer, and particularly those relating to General Accountabilities of government employees such as employee integrity, confidentiality, Shire reputation, efficiency and efficacy, and fraud and corruption prevention.

### **6 RELATIONSHIPS**

Responsible to:	PD025 –Building Services Coordinator
Number of Staff Positions: (Directly Supervised)	Nil
Number of Staff Positions: (Indirectly Supervised)	Nil
Internal: All Shire Staff	
External: General public, contractors, consultants, private and public agencies Local Community Groups and Organisations.	

### **7 EXTENT OF AUTHORITY**

Works under regular supervision of the Building Services Coordinator and operational guidance of other staff within the area according to established guidelines, procedures and policies of the Shire as well as Statutory provisions. Perform all other duties within the scope of the position as required.

### **8 POSITION ACKNOWLEDGEMENT AND ACCEPTANCE**

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role. From time to time, employees may be required to perform duties outside of their normal responsibilities as required to meet operational needs.

Signing this position description indicates an agreement and acceptance of the contents and conditions.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date: