

POSITION DESCRIPTION

Position Title:		Building Maintenance Assistant	
Business Unit:	Infrastructure	Classification/Grade:	Band 1 Level 3 Grade 4 (No Trade) Grade 7 (Trade)
Position No:		Reports to:	Building Maintenance Supervisor
Location:	Darlington Point	Positions reporting directly to this position:	Nil

Primary Purpose of the Position

As part of the Building Maintenance Team, assist in the repair and construction and maintenance of Council buildings and other infrastructure assets.

Roles & Responsibilities

The **Building Maintenance Assistant** is directly responsible for the following roles and responsibilities:

- Undertake building and infrastructure repairs, maintenance and construction, as directed.
- Test and tag Council electrical equipment.
- Perform safety checks and repairs on Council infrastructure e.g. sign reflectors, footpath trip hazards etc.
- Recognise different materials, their properties and how they may be used during building and infrastructure maintenance/construction.
- Undertake labouring duties as required.
- Perform risk assessments in accordance with WH&S policies and procedures
- Maintain and use Personal Protective Equipment (PPE) in accordance with Council and legislative guidelines.
- Attend and participate in daily toolbox and Take 5 meetings.
- Conduct vehicle/plant pre-start checks.
- Complete appropriate Council documents – time sheets, start-up check sheets, risk assessments etc.
- Other duties within the skills, competencies and classification of the role as directed by the Building Maintenance Supervisor.

Obligations

- Display a positive image while meeting customer service standards for all Council stakeholders, both internal and external, relevant to the role. Act with Integrity; be ethical and professional and adhere to Murrumbidgee Council's Values of *'Trust, Honesty, Respect & Teamwork'*.
- Conduct all duties in accordance with relevant Quality Assurance, WHS & Environmental Management procedures for all work activities.
- Comply with statutory and Council's WH&S Management System, WH&S policies, procedures and work instructions.
- Where applicable, comply with Council delegation levels.

- Conduct all duties in accordance with Council's Code of conduct, plans policies and procedures.
- Maintain physical capability to undertake duties appropriate to the role.

Authority and accountability:

- Responsible for completion of regularly occurring tasks with general guidance on a daily basis.

Judgement and problem solving:

- Judgement is required to follow predetermined procedures where a choice between more than two options are present.

Specialist knowledge and skills:

- Application of skills, including machine-operation skills, following training "on the job" or accredited external training over a number of months.

Management skills:

- Some guidance/supervision may be required. May assist a co-ordinator/trainer with on the-job training.

Interpersonal skills:

- Skills required for exchange of information on straightforward matters.

Qualifications and experience:

- Suitable experience or qualifications in a number of defined skill areas

Qualifications and experience:

- Demonstrated recent experience within the building trade
- Test and Tag certification
- White card (or general construction induction card)
- Verification of Competency on rollers, loaders, backhoes and other equipment as required
- Class LR licence

Desirable Experience/Qualifications

- Relevant Building Trade
- Previous recent experience in local government or other government entities
- Manual Handling Training
- Traffic Controller Certificates (RMS Blue & Yellow card) or ability to obtain after commencement

Authorisation:

Prepared By:	GM/HR	Date Issued:	July 2019
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be discussed with the position incumbent.