

Position Title:	Facilities Maintenance Officer
Award/Agreement:	TOC Enterprise Agreement 2021 (and any subsequent agreement)
Classification level:	7
Directly reports to:	Building Supervisor
Positions under Direct Supervision:	Nil

Organisational Context of Position

The Town of Claremont employs over 100 staff and is responsible for the local government area of approximately 5km². The Town has a population of approximately 10,000 people and is located in the picturesque western suburbs of Perth, Western Australia. The Town has five key goals areas: Leadership and Governance, People, Liveability, Environmental Sustainability and Prosperity.

Organisational Mission

We exist to deliver quality services for Claremont today and to build the foundation for the future.

Organisational Vision

The Town is a progressive, respectful, sustainable, local government supporting a connected, flourishing community.

Organisational Values

- **Respect:** We are responsible for how we behave in our workplace and will show respect and courtesy to all of our colleagues and customers.
- **Integrity:** We are open, accountable and honest.
- **Quality Communication:** We demonstrate our respect for our community and each other through timely, accurate and understandable communication.
- **Customer Service:** Every contact with a customer is important and an opportunity to demonstrate our commitment.
- **Excellence:** Our focus is quality outcomes achieved on time, on budget.

OBJECTIVE OF THIS POSITION

This position is responsible for undertaking and monitoring building repairs and maintenance services for the Town in accordance with the relevant statutory requirements and the Town's policies and procedures.

Objective 1: Maintenance

- Undertake repair work and maintenance of buildings and facilities structures, fixtures and fittings.
- Conducting inspections and reporting on the Town's buildings and facilities.
- Coordinate and monitor the scheduled routine cleaning and annualised inspections, and the ongoing maintenance of mechanical equipment and fixtures programs of buildings and facilities.
- Coordinate any non-routine (reactive) maintenance of buildings and facilities, liaising with all relevant stakeholders and user groups.
- Supervise and manage contractors.
- Assess and report on the Town's buildings and assets in terms of presentation, functionality, safety, general condition, damage and graffiti.
- Ensure the facilities user groups' requirements are being met, in accordance with the Town's asset maintenance program, and coordinate any associated follow up work and reporting.
- Comply with the Town's procurement process when appointing contractors.
- Review contractor invoices as against quotes and services performed.
- In conjunction with the Manager /Supervisor maintain the asbestos register and undertake annual inspections for the Town as the nominated 'Competent Person'.
- When required, provide inductions to contractors in accordance with OSH requirements and regulations, including collection of certificates and copies of insurance and other contractual obligations as they might apply.
- Collect utility meter readings.
- Undertake annual and reactive inspections of the Town's streetlight network and report requests for repair to Western Power
- Coordinate the regular maintenance of the Town's 'special streetlights' within the CBD.
- Maintain a job-specific work plan that identifies the tasks to be undertaken, priorities and timeframes for completion and review.
- Assist in the completion of insurance claims for theft and property damage as required.
- Contribute to the development, implementation and review of procedures and processes to ensure they are concurrent with the operational requirements.

Objective 2: Occupational Health & Safety (For all Staff)

- Comply with all workplace procedures for hazard identification, risk assessment and risk control.
- Actively participate in safety activities associated with the management of workplace health and safety.
- Follow policy and procedures as required.
- Take reasonable care to ensure his/her own safety and health at work.
- Avoid adversely affecting the safety of any other person.
- Identification and reporting of health and safety hazards, accidents, incidents, injuries, property damage at the workplace.
- Ensure the correct personal protective equipment is used for the task or activity.

Objective 3: Corporate Responsibility (All Staff)

- In all actions, be accountable and employ ethical decision making and good governance in line with Town's Code of Conduct, values, policies and procedures.
- Demonstrate an ongoing commitment to the Town's Customer Experience Charter.
- Provide a high level of customer service.

- Promote and maintain harmonious relationships in the workplace.
- Ensure efficient and appropriate use of resources.
- Promote the development of efficient work practices.
- Maintain good relations with the general public and promote Council's operations in a professional manner at all times.
- Adhere and follow the Town's Record Keeping Plan.
- Carry out other duties as requested by management which may be reasonably expected within the scope of the classification level and skill base of the employee.

Objective 4: Continuous Improvement (All Staff)

- Employ the mind set of continuous improvement to all work tasks.
- Support team members to review and analyse processes to identify possible improvements.
- Contribute to developing a culture of acknowledging and celebrating efforts to improve processes.

SELECTION CRITERIA

Essential

- Experienced in facilities maintenance, construction/building and/or tradesperson.
- Experienced in the usage of a large range of hand tools, inclusive of powered tools.
- Experience working with contractors and overseeing building maintenance.
- Demonstrated ability to work both independently and as part of a team.
- Familiarity with the legislative requirements of the Building Code of Australia and the Disability Discrimination Act.
- Well-developed verbal communication skills.
- Basic computer skills, in particular the usage of MS Office suite of products, such as Excel, Word, and Outlook.
- Current 'C' class Driver's Licence

Desirable

- Working at heights certificate.
- Experience in the use of building asset management database systems.
- Possess a current Basic Worksite Traffic Management certificate and a Traffic Control certificate.
- Asbestos Awareness and relevant experience assessing and updating Asbestos Registers.
- Understanding of Local Government procurement methods.
- Forklift license.
- Possess a Valid White Card.

REQUIREMENTS

The Town requires all staff prior to commencing employment to:

- Provide an original qualification for sighting or a certified copy of qualification (where listed as Essential in Position Description).
- Provide for sighting 100 points of identification including at least one with a photograph (i.e. Driver's License and Passport or Birth Certificate).
- Complete a pre-employment medical (Town's GP to confirm fitness to work in position).
- Complete a Police Clearance (to be assessed by Human Resources).
- Provide evidence of the Right to Work in Australia.
- Sign a change of circumstances employee declaration.

Some positions may be required to undertake other checks and verifications such as Working with Children Check and these will be specifically indicated in the Selection Criteria.

Signatures

Chief Executive Officer Approval	
Signature	Date
Employee	
Signature	Date