

CONFIDENTIAL

Position Description

EMPLOYEE: Vacant

POSITION TITLE: Facilities Maintenance Trade Support Worker

POSITION NUMBER: To be allocated

MANAGER: Manager Engineering

UNIT OR TEAM: Facilities Management Unit

APPOINTMENT: Fixed Term – six months

LOCATION: Municipal Depot, Selkirk Drive, Horsham

AWARD: Horsham Rural City Council Enterprise Agreement Number Nine, 2019 - 2022

AWARD CLASSIFICATION: Band 3 Level A

HOURLY RATE: \$29.92 (plus in-charge allowance, as applicable)

PREPARED BY: People & Culture Department

APPROVED BY: DATE:
(Director Infrastructure)

..... DATE:
(Employee)

ORGANISATION VISION

A progressive and innovative organisation, delivering high quality and sustainable services

ORGANISATION VALUES

Flexibility We are adaptable to changing circumstances	Accountability We are responsible for our behaviour and actions	Integrity We are ethical, transparent and honest in our conduct	Respect We value diversity and appreciate others
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POSITION BACKGROUND

In response to the Covid-19 pandemic the Horsham Rural City Council has successfully applied to the Victorian State Government for a number of additional, fixed term positions under the “Working for Victoria” program. This initiative helps Victorians, including people who have lost their jobs as a result of coronavirus, to find paid work that supports our community. In accordance with the funding agreement appointment is for a six month period.

The changing and evolving needs of the Covid-19 pandemic require a degree of staffing and position flexibility. This position description therefore does not detail all of the tasks and duties that an employee will be asked to undertake so that HRCC can respond to the pandemic. It is expected that employees will have a willingness and understanding of the need to be adaptable to reasonable changes in duties and tasks that may be required. Any such changes will not impact the rate of payment as outlined in this position description.

You are eligible to participate in Working for Victoria if you are:

- legally able to work in Victoria
- are unemployed or have recently experienced a significant reduction in income

If you are interested, please sign up and provide information about your job preferences, skills and experience on “Sidekicker”: <https://www.getsidekicker.com/create-sidekick-account?source=vic-gov-marketplace>

Once you have done this you will then start receiving updates about employment opportunities that you can apply for relevant to your interests and experience.

POSITION OBJECTIVES:

Provide experienced trade support (plumbing, electrical, carpentry) and supervision to reduce a backlog of HRCC amenity and facility maintenance tasks and other small projects.

KEY RESPONSIBILITY AREAS:

- work with the Facilities Maintenance team to undertake a range of building and asset management related tasks
- implement in-house works arising from asset and facilities condition assessments
- as required, supervise operational staff providing labour and other support for minor maintenance works
- support the installation and ongoing maintenance of security, CCTV and keying systems
- undertake administrative aspects associated with a range of minor works (including preparation of purchase orders, contractor supervision, risk assessments, etc)

- assist with implementation of the Council building safety program, including the implementation of the Asbestos Management Plan, Essential Safety Measures and related programs

General

- routine daily safety check of any small items of plant or equipment used in the position, including cleaning and minor routine maintenance requirements
- keeping of an accurate daily record of work undertaken, including plant useage

RISK MANAGEMENT:

- perform duties in a manner that prevents and does not place unnecessary risk on the personal health and safety of others or any property;
- encourage other employees to work safely;
- report any illness, injury, hazard, near miss or incidents and losses of any kind as soon as they are detected to the manager or supervisor

ORGANISATIONAL RELATIONSHIP:

Reports to: Co-ordinator Facilities Management

Supervises: Internal labour, as may be applicable

Internal Liaisons: Other employees

External Liaisons: The public
Contractors
Suppliers

ACCOUNTABILITY AND EXTENT OF AUTHORITY, JUDGEMENT AND DECISION MAKING:

- responsible to the Co-ordinator Facilities Management for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply
- work is performed under general supervision
- may be required to supervise and co-ordinate others in similar or related work

- there may be contact with the public or other employees which involves explanations of specific procedures and practices
- employees are accountable for the quality, quantity and timeliness of their own work in so far as available resources permit, and for the care of assets entrusted to them.

In respect of OHS matters, HRCC expects that staff will take reasonable care and:

- protect their own health and safety at work;
- avoid adversely affecting the health and safety of any other person
- use any equipment provided for health and safety purposes;
- obey any reasonable instruction they may be given in relation to health or safety at work;
- ensure they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety at work or the safety of any other person at work; and
- promptly report all accidents to their supervisor

MANAGEMENT AND ADMINISTRATIVE SKILLS:

- ability to work constructively, both individually and as part of a team
- good basic IT skills
- basic first aid skills

INTERPERSONAL SKILLS:

- good English communication skills
- good personal presentation and the ability to deal courteously and efficiently with the public

LICENCES AND ASSOCIATED EXPERIENCE:

- Drivers licence

OTHER QUALIFICATIONS AND EXPERIENCE:

- plumbing, electrical, carpentry, painting, plastering qualification
- plumbing, electrical, carpentry, painting, plastering experience
- supervisory experience
- knowledge and skills gained through on-the-job training in these types of trade duties

- any relevant Certificate-level or other formal industry-based training completed will be favourably considered

FURTHER INFORMATION:

Horsham Rural City Council is committed to providing and promoting child safe environments. Council has zero tolerance to child abuse and aims to create a child safe and child friendly environment where children feel safe and secure and have fun. This includes the physical, emotional, cultural and social wellbeing of all children.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Working with Children Checks will be conducted for this position. Background, Pre-employment, Medical and Police record checks will be conducted as a part of the appointment and confirmation of employment processes.

Horsham Rural City Council is an Equal Opportunity Employer. Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Culture Department or www.humanrightscommission.vic.gov.au for further information.

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