

POSITION DESCRIPTION

Position Title	Works & Services Officer
Division	Works & Services
Reports to	Manager of Works & Services
Position Classification	Level 5 Shire of Laverton Enterprise Bargaining Agreement 2017.

POSITION OBJECTIVES

To provide building and asset maintenance services to the Shire of Laverton.

- Work with subcontractors and ensure that work is performed safely and to the required standard
- Organise and undertake works including carpentry trades, incidental works such as concreting, steel fabrication and electrical work.

POSITION COMPETENCIES

Skills

- Developed time management skills.
- Developing problem-solving and critical thinking skills.
- Sound operation and safe use of light machinery and hand tools, sanders, drills etc.
- Developed skills in building maintenance.

Knowledge and Behaviours

- Willingness and ability to undertake instruction, and exercise good judgement and initiative in completing tasks.
- Working knowledge of occupational safety and health practices in the context of town and road maintenance.
- Being self-motivated and proactive to produce a positive outcome.
- Maintain a safe working environment for all personnel, contractors and general public using or working within the construction work area.

Qualifications

- Must hold a Western Australian driver's licence ('HR' class or above would be an advantage)
- Completion of Year 10 (or equivalent)
- Trade qualification in the field would be highly regarded (builder, carpenter, electrician)
- Experience in building and construction works
- Some knowledge of relevant building, current building regulations and legislation.
- Competence in the use of equipment, reading and interpreting plans, specifications and contract documents is desirable.

ROLES AND RESPONSIBILITIES

- Monitor contractors, undertake regular inspections of facilities to ensure maintenance standards are met.
- Undertake building maintenance of a carpentry and painting nature and incidental works to provide an efficient and quality service.
- To implement a building inspection schedule and to carry out inspections and reporting.
- Inform Council with regard to any risk matters resulting from inspections and audits.
- Carry out works directly associated with the fabrication and the maintenance of the built environment.
- Undertake minor maintenance tasks in and around the facilities such as minor painting, mending and general handyman duties as needed.
- Provide building advice and data to internal customers to assist with future projects and initiatives (e.g. building operational costs, maintenance costs etc.)

General

- Understand the implications of the Shire of Laverton's Code of Conduct with all requirements regarding standards of professional and personal behaviour including demonstrating corporate values.
- Create and retain accurate and complete records of business activities, in accordance with the Shire's record keeping plant, for instance pre-start checks.
- Maintain an active timesheet, recording daily work schedule, machine hours and fault records on all plant that you may have operated during the course of your duties.

- Support the equity and diversity within the workplace to be respectful and inclusive.
- Adhere to Council policies, procedures, guidelines, and standards.
- Participate in all performance management processes.
- Undertake any other duties, as reasonably required by the Chief Executive Officer; Manager of Works & Services or delegate, within known competencies or with adequate instruction/training.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

- Manager of Works & Services

Internal:

- Chief Executive Officer
- Manager of Works & Services
- All staff, as required

External:

- Council
- Other Local Governments
- Public/Ratepayers

EXTENT OF AUTHORITY

Operates under the direction of the Manager of Works & Services within established guidelines, procedures and policies of Council, including statutory provisions of the Local Government Act 1995 (WA) and other relevant legislative requirements.

PUBLIC RESPONSIBILITIES

To promote a favourable public image of Council's personnel, operations, and the Shire in general.

In line with the Shire's commitment to a high-performance culture, it is expected that all staff demonstrate the desired organisational behaviours as they go about their role.

- Professional and customer-focused approach to work.
- Work as a team to deliver best outcomes for the community.
- Seek continual improvement in all aspects of roles and functions.

The Shire also expects staff to comply with its policies and procedures, which relate to statutory requirements and our ways of working.