

POSITION DESCRIPTION

Position Title:	Maintenance Handyperson
Award/Agreement:	TOC Industrial Agreement 2024 (and any subsequent agreement)
Classification level:	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 regular handy work at the Town's community buildings and facilities to ensure the assets are well maintained, safe and useable.

Objective 1: Building Maintenance

- Undertake identified maintenance and repair work of the Town's buildings and facilities, ensuring all work carried out complies with safety regulations.
- Conduct regular inspections and report on the condition of the Town's buildings and facilities.
- Assist the Building Supervisor with overseeing and liaising with contractors to carry out essential and planned work, including raising purchase orders.
- Assist the Contract Management Officer in work health and safety inductions to contractors in accordance with OSH requirements and regulations,
- Provide any other assistance to the Building Supervisor in relation to ensuring the Town's buildings and facilities are well-maintained and reflective of the asset management plan.
- Contribute to the development, implementation and review of procedures and processes to ensure they are consistent 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 mindset 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

- Experience with minor building repairs including tiling, painting, plumbing and small carpentry repairs.

- Experience with diagnosing faults in plant and equipment in order to ascertain the scope required for repair.
- Physically fit
- Experience with the management of contractors and overseeing building maintenance.
- Demonstrated ability to work both independently and as part of a team.
- Well-developed verbal communication skills.
- Basic computer skills, and ability to use Excel, Word, and Outlook.
- Current 'C' class Driver's Licence.

Desirable

- Working at heights certificate.
- Understanding of Local Government procurement methods.
- Asbestos Awareness and relevant experience assessing and updating Asbestos Registers.
- Possess a current Basic Worksite Traffic Management certificate and a Traffic Control certificate.
- 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) or completion of a medical questionnaire.
- Complete a Police Clearance (at employee cost).
- 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