

Maintenance Worker

Classification:	Level 3 (Depot Operations)
Agreement:	The Shire of Broome Outside Staff Enterprise Agreement
Department:	Works
Directorate:	Infrastructure
Location:	Depot
Date reviewed:	November 2022
Approved by:	Director Infrastructure

Commitment to the Shire

Our Vision for the Shire of Broome

A future, for everyone.

Our Aspirations

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

Our Values

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive for Everyone</i>	Proactive, forward thinking, open-minded and innovative. for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

Position Purposes and Objectives

The Maintenance worker role involves participating in the effective maintenance of civil infrastructure within the Shire of Broome.

Day to day operations of work will include:

- Undertaking the maintenance and improvement of the civil infrastructure including roads, drainage and associated assets within the Shire of Broome
- Assist with the upgrade and renewal of civil infrastructure

Position Key Responsibilities and Duties

Corporate / Organisational:

- Follow work programs as directed by the Works Maintenance Supervisor and Works Team Leader - Maintenance
- Undertake the maintenance and improvement of the Shire of Broome's civil infrastructure including roads, drainage and civil infrastructure assets as directed by the Works Supervisors
- Report faults and damage observed on Shire assets to Works Supervisor/Team Leader
- Diagnose and perform basic repairs to the Shires' roads and assets
- Operate and maintain plant and equipment, in accordance with safety and maintenance instructions and standards
- Have knowledge and experience in brick paving including new installation and repair of damaged paving
- Be able to form, pour and finish concrete
- Have general handyman skills that relate to use of tools, installation and maintenance of assets
- Be adaptable, think for themselves and versatile in fulfilling the role.

Organisational Responsibilities

Human Resource Management

- When required relieve positions within the department during periods of absences.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

Occupational Health & Safety

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices
- Not willfully place at risk the health or safety of any person in the workplace
- Ensure safety is an agenda item at meetings

- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner
- Participate in incident investigations

Compliance

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the *State Records Act 2000* by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

Organisational:

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

Organisational Relationship/Context

Reports to:	Works Team Leader – Maintenance
Supervises:	N/A
Internal Contacts:	Works Supervisor Works Coordinator Works Staff All departmental staff as required
External Contacts:	Ratepayers Members of the Public Other Government Officers Consultants, Contractors and Suppliers Volunteer and Environmental Groups
Performance Review:	Probation period – first three months of employment Performance Appraisal conducted annually

Key Selection Criteria

Essential:

- Ability to work as part of a team and to work unsupervised
- Ability to work to a schedule
- Ability to operate and maintain plant machinery and equipment
- Knowledge and experience in concrete form work and brick paving
- Good physical fitness to perform in the Broome outdoor environment
- Basic Traffic Management

Qualifications and/or Training:

- Medium Rigid (MR) class drivers licence
- White Card (Basic Construction Industry Induction)
- Police Clearance:
 - To be valid within last three months

Desirable:

- Experience working in the construction industry
- Construction and/or machine operating tickets
- Current First Aid Certificate
- HR or greater drivers' licence