

# Kingborough Council

## Information Package for Applicants



**Position Details:**

**Facilities Maintenance Worker, Building Maintenance Unit, Position Number 000114**

**Employment Status:**

**Ongoing, Full Time**

**Department:**

**Works Department**

**Applications Close:**

**4pm on Monday 11 July 2022**

**Further Information:**

**Mr Tony Millhouse, Building Maintenance Supervisor on 03 6211 8200**



**KINGBOROUGH COUNCIL**  
[www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au)

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## Our Municipality

Kingborough is situated 10 km south of Hobart, the capital city of the state of Tasmania, Australia. Kingborough has one of the longest stretches of coastline in the State (336 kilometres) and covers a total area of 717 square kilometres. Kingborough's population is currently estimated at 39,000 and it is expected to exceed 40,000 by 2023. The strong growth in population is reflected through the significant number of housing approvals in the municipality over the last 10 years. On average, Council approves more than 200 new dwellings per year.

Kingston is the major commercial, retail and administrative centre for the Municipality. Local industries include fish processing, aquaculture, tourism, viticulture, boat building, civil engineering as well as the Australian headquarters for Antarctic Research, the Antarctic Division.

Kingborough Council operates from the Civic Centre at 15 Channel Highway, Kingston. It also has a Service Centre at Alonnah on Bruny Island and a Works Depot at Kingston. The municipality comprises over 19,000 rateable properties and the Council has an estimated consolidated income of approximately \$44M.

Council employs around 220 staff in managing and delivering a wide range of services including planning and development, environment and infrastructure, and recreational and community services. Facilities managed by the Council include the multi-complex Kingborough Sports Centre, and an extensive network of sporting grounds, natural assets and reserves, local halls, and community facilities.

Council is implementing two major development projects, Kingston Park and Transform Kingston, for the revitalisation of the central business district in Kingston. Kingston Park is an 11-hectare Council owned property that is being developed in accordance with a master plan that provides for a mix of commercial and residential uses, together with public open space, and community and cultural facilities. At the heart of Kingston Park is the Kingborough Community Hub and the recently opened Kingston Park playground that draws on the natural Tasmanian environment, Aboriginal history and way of life.

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## POSITION ADVERTISEMENT

### Facilities Maintenance Worker

Council has a vacancy for a Facilities Maintenance Worker to undertake a range of maintenance activities and inspections on Council's buildings and facilities, including community halls, public amenities, sports facilities, and waste management systems. You will require practical experience in the building and construction industry and the ability to undertake a range of general maintenance tasks.

You will need good communication skills and be able to work as part of a team. A white card and driver's licence are essential. The role is offered on a full-time ongoing basis with a commencement salary of \$56,440 per annum plus 12.5% employer superannuation and a 9-day fortnight. For more information, contact Tony Millhouse, Building Maintenance Supervisor on 03 62118200.

**How to Apply:** The Information Package for this role is available on Council's website [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au). To ensure your application is considered, you must provide a current resume and a statement addressing the selection criteria. Applications can be submitted online through the Employment Portal on Council's website. [Applications close at 4pm on Monday 11 July 2022.](#)

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## KEY SELECTION CRITERIA

### Facilities Maintenance Worker

To be considered for these roles, you must address the following selection criteria in your application.

#### Essential

1. Practical experience in general building maintenance and construction practices.
2. The ability to competently operate in a safe manner a range of tools, plant and machinery relevant to role.
3. Demonstrated ability to adhere to safety procedures in a high-risk work environment.
4. Basic computer literacy with ability to use MS Office.
5. The ability to communicate effectively with other employees, contractors and members of the public.
6. The ability to work effectively in the team and independently as required.

#### Licences and Accreditations

1. White Card – General Induction for Construction
2. Driver's licence
3. Work Safely at Heights licence, or the ability to acquire this accreditation.
4. Elevated Work Platform licence, or the ability to acquire this licence.

#### Desirable

1. A relevant vocational qualification e.g., building and construction
2. Basic First Aid, or the ability to acquire this accreditation.

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## POSITION DESCRIPTION

### FACILITIES MAINTENANCE WORKER

#### POSITION DETAILS

Position No.	000114	Department	Works
Employment Status	Full-time	Location	Municipal Depot
Unit	Building Maintenance	Classification	Operational Employee Level 3

#### POSITION OBJECTIVE

This position supports Council's Building Maintenance Unit in meeting its objectives;

- To ensure that Council owned buildings are routinely inspected, repaired and maintained to satisfy the requirements of the Building Code Australia.
- To ensure that community halls and public amenities are cleansed, serviced and effectively maintained to support operational demands.

#### SPECIAL CONDITIONS

- This position will require the incumbent to be undertake relief On Call duties. The On Call team is responsible for providing timely, courteous, effective and efficient after-hours response to emergency or urgent situations and infrastructure failures that are the responsibility of Council.
- Relief On Call Officers are paid allowances in accordance with the provisions of the Enterprise Agreement.

#### KEY FUNCTIONS AND RESPONSIBILITIES

1. Undertake routine and reactive building maintenance activities, in accordance with Council's operating procedures, and under general guidance from the Building Maintenance Supervisor or delegated representative.
2. Attend to defect reports and logged service requests to support operational demands and to maintain functional facilities and services.
3. Undertake building compliance inspections to identify defects and record general condition of Council owned buildings and facilities including: community halls, public amenities, commercial buildings, staff facilities, sports clubs, pavilions, building services and waste management systems.

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4. Assist the Building Maintenance Supervisor with the planning and scheduling of works.
  5. Procure Goods and Services in accordance with Council's policies and practices.
  6. Organise own work schedules and demonstrate discretion to prioritise work tasks within established practices.
  7. Complete plant pre-start checks and undertake routine maintenance of assigned plant and equipment. Report all faults to the Supervisor.
  8. Other duties as directed from time to time. An employee may be directed to carry out such duties as are within the limits of the employee's skills, competence and training.

**Authority and accountability:** Employees at this level demonstrate strong technical skills and are responsible for the completion of specialised and regularly occurring tasks with general guidance on a daily basis. Employees may be required to organise their own schedule of work.

**Judgment and problem solving:** Personal judgment is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.

**Work Health and Safety:** To take reasonable care that your acts and omissions do not adversely affect the health and safety of yourself or others in the workplace, to comply with any reasonable instructions given to you by the Council and to comply with the requirements of any and all WHS policies and procedures.

#### **ORGANISATIONAL RELATIONSHIPS**

1. **Internal** - This role is based at the Works Depot, working predominantly with colleagues from the Building Maintenance Unit and Depot staff.
2. **External** - This role will liaise with Council employees, trade contractors and service providers, representatives of community associations and members of the public.
3. **Direct Reports** - This role will report directly to the Building Maintenance Supervisor.
4. **Indirect Reports** - delegated representative of the Building Maintenance Supervisor.

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## **SKILLS AND EXPERIENCE**

### **Essential**

- Practical experience in building maintenance and construction practices.
- The ability to competently operate in a safe manner a range of tools, plant and machinery relevant to role.
- Demonstrated ability to adhere to safety procedures in a high-risk work environment.
- The ability to communicate effectively with other employees, contractors and members of the public and in the resolution of minor matters.
- Basic computer literacy with the ability to use MS Office.
- The ability to work effectively in the team and independently as required.
- The ability to solve day-to-day maintenance problems using a range of approaches and techniques.

### **Licences and Accreditations**

- White Card – General Induction for Construction
- Driver's licence
- Work Safely at Heights licence, or the ability to acquire this accreditation.
- Elevated Work Platform licence, or the ability to acquire this licence.

### **Desirable**

- A relevant vocational qualification e.g., building and construction
- Basic First Aid, or the ability to acquire this accreditation.

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## Checklist for Applicants

Before sending in your application, use this checklist to make sure you have not missed out on important details. In particular, check that you have:

- Read the Position Description and the Selection Criteria Statement.
- Included relevant information in relation to each of the Selection Criteria and attached supporting relevant documents.
- Your summary should provide information of your work history, responsibilities, achievements, qualifications, knowledge, skills and experience which is directly related to each of the selection criteria.

You need to forward your application to the address specified below by the closing date detailed in the advertisement. Please ensure that your application includes:

- A brief letter of introduction stating the reasons why you seeking the position with the Council.
- A written summary addressing each of the Selection Criteria.
- A current copy of your resume.
- Please note that a **National Police check** is required for this position.

### How to apply:

Your application should be addressed “**Confidential Job Application – Facilities Maintenance Worker**” and submitted online through the Employment Portal on Council’s website at [www.kingborough.tas.gov.au](http://www.kingborough.tas.gov.au) by 4pm on Monday 11 July 2022.

Thank you for your interest in employment with the Kingborough Council.



## Employee Entitlements and Benefits

Code of Conduct	The Kingborough Council has a 'Code of Conduct' which outlines the workplace behaviours that are fundamental to our workplace culture. A copy of the Code is available on Council's website.
Employment Provisions	The employment provisions for this position are in accordance with the <i>Kingborough Council Enterprise Agreement No 9 of 2017</i> or its successor Agreement. A copy of the Agreement is available on the Fair Work Commission website, <a href="http://www.fwc.gov.au">www.fwc.gov.au</a>
Classification and Salary:	This position is classified under the Enterprise Agreement as Operational Employee Level 3.
Hours of Work:	The position is offered on a full-time basis (38 ordinary hours per week). A rostered day off on a 9-day fortnight arrangement is also offered.
Superannuation	Council meets the requirements of the <i>Superannuation Guarantee Act</i> and currently contributes 12.5% as the employer superannuation contribution in accordance with the Enterprise Agreement.
Employment Checks	<p>To be employed in this position applicants must undergo an employment-related background check/s and be assessed as suitable to be able to ethically perform the inherent requirements of this position.</p> <p>Applicants must undergo a pre-employment functional assessment and be assessed as being able to meet the functional requirements of the position.</p>

	<p>The duties of the position have the potential for the incumbent to be 'at risk' as detailed in Council's Employee Immunisation Administrative Policy. As a result, the incumbent is required to be immunised in accordance with Council's Staff Immunisation Program. <b>(Vaccinations or this position include tetanus, Hepatitis A and Hepatitis B).</b></p>
<p>Leave</p>	<p>Full time Employees are entitled to four weeks annual leave and pro-rata for part time Employees. Full time employees are entitled to ten days personal/carer's leave (and pro-rata for part-time employees). Thirteen (13) weeks long service leave is available after 10 years' service and is transferable between Tasmanian Councils.</p> <p>Our employees may also 'purchase' an additional two week's annual leave.</p> <p>Paid parental leave entitlements are available – 12 weeks for the primary care giver and two weeks for the non-primary carer giver after 12 months service.</p> <p>Paid leave is also available for employees involved in voluntary emergency services and for employees experiencing family violence.</p>
<p>Health and Wellbeing</p>	<p>Council supports and encourages an active and healthy work environment and offers a workplace health and well being program. The program includes staff discounts at the Kingborough Fitness Centre, free flu vaccinations, ergonomic assessments, health and well-being presentations, as well as a focus on mental health awareness and support.</p>

	Council also provides an Employee Assistance Program which offers confidential and free counselling services for employees.
Relocation Costs	Council may offer relocation reimbursement to employees who are moving from interstate to take up a position with Council.
Corporate Wardrobe and PPE	Council supplies personal protective equipment (PPE) and Council uniforms to operational employees, as well as those employees working in technical and inspectorial positions.
Other Employee Benefits	Our employees have access to <b>discounted health insurance</b> options through St Luke's Health and the Local Government Employees Health Plan.  Council employees can arrange for a <b>novated lease for a personal vehicle</b> through Maxxia.  <i>LGAT Assist</i> also provide <b>low interest loans</b> to Local Government employees who are employed on an ongoing (permanent) basis.
Work Health and Safety	Work Health and Safety is an important element of our work culture. Council takes workplace safety seriously and has implemented policies and practices to support the <i>Work Health and Safety Act 2012</i> , Regulations and Codes of Practice. Council conducts compulsory random alcohol and other drugs testing to ensure all staff are fit for work.
Induction	All employees undertake an induction as part of the probation period, which is tailored to the work environment and position.

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HR information

For any general enquiries about Council's HR or recruitment procedures, please contact the Organisational Development team on [recruitment@kingborough.tas.gov.au](mailto:recruitment@kingborough.tas.gov.au) or (03) 6211 8200.