

## POSITION DESCRIPTION

# ASSET MAINTENANCE OFFICER

## POSITION DETAILS

POSITION No:	9101	UNIT:	Parks and Recreation
EMPLOYMENT STATUS:	Full Time	LOCATION:	Cleary's Gates Depot
DIVISION:	Parks and City Amenity	CLASSIFICATION:	ME Level 5

## OBJECTIVES

### MISSION STATEMENT

Our mission is to ensure good governance of our capital City.

### DIVISION OBJECTIVE

The Parks and City Amenity Division incorporates the Parks and Recreation Unit, Bushland and Reserves Unit, Open Space Planning Team, Cleansing and Solid Waste Unit, Fleet and Fabrication Unit, Cleary's Gates Depot management and The Doone Kennedy Hobart Aquatic Centre.

These Units have responsibility for a wide range of function areas, including: parks and reserves management; bushland management; open space planning; cleansing and solid waste management; fleet management; emergency management and the management of The Doone Kennedy Hobart Aquatic Centre.

The principal purpose of the Division is to provide a high standard of excellence in respect of these functions, in our approach to customers and in the management of community assets.

### POSITION OBJECTIVE

Ensure that a range of built assets and infrastructure including park furniture and play equipment is installed and maintained in accordance with prescribed levels of service and the relevant Australian Standards whilst meeting community needs and reflecting positively on the services delivered by the City of Hobart.

## KEY FUNCTIONS AND RESPONSIBILITIES

1. Undertake programmed and reactive maintenance on a range of built assets and infrastructure in accordance with prescribed levels of service and the relevant Australian Standards, whilst assisting with the development of works programs and the delivery of services by a range of Contractors engaged by the City of Hobart.
2. Assist the Supervisor Projects and Assets (5110) with the delivery of the Capital Works Program across the network of Parks and Open Space areas managed by the City of Hobart and provides trade guidance to other staff



City of **HOBART**

3. Contribute to a positive and inclusive work environment through a team that makes a positive and significant contribution to the corporate goals and the public image of the City of Hobart.
4. Undertake prescribed inspections of a range of built assets and infrastructure to ensure that all faults are identified and formally reported and ensure maintenance and repair services are programmed and delivered in accordance with the City of Hobart's prescribed levels of service.
5. Undertakes work to the expected standards.
6. Contribute to the delivery of the Playground Inspection Program to ensure compliance with the Australian Standards covering the management of Playgrounds.
7. Demonstrate a commitment to Work Health and Safety standards through participation in formal and informal discussions, hazard identification and reporting processes and undertaking regular site inspections.

**Work Health and Safety:** To take reasonable care that your acts or 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.

**Note:** Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks as are within the limits of the employee's skill, competence and training.

## **ORGANISATIONAL RELATIONSHIPS**

### **REPORTING RELATIONSHIPS**

#### **1. INTERNAL**

The Asset Maintenance Officer reports to the Supervisor Projects and Assets (5110).

The role will liaise with members of the Parks and Recreation Unit, other Council Groups and Units and other City of Hobart employees.

#### **2. INDIRECT**

The role also indirectly supervises the Asset Maintenance Assistant (9110.4)

#### **3. EXTERNAL**

The role will liaise with Contractors, customers and other relevant stakeholders.

## **SELECTION CRITERIA**

1. Certificate III or above in a relevant trade, with demonstrated experience in the delivery of construction and maintenance programs and services within defined timeframes, budget parameters and to the expected standards.
2. A demonstrated ability to provide a positive and effective contribution within a team environment.
3. A flexible and responsive approach in a varied work environment that is influenced by the need to deliver prescribed levels of service whilst providing a range of "reactive" services.
4. The ability to work independently and resolve a range of operational matters that may arise as part of the delivery of maintenance and Capital Works Programs.
5. The ability to effectively communicate with colleagues across the Division and wider Council, Contractors, customers and other relevant stakeholders.

6. Current Drivers Licence, Police Check and Prepare to Work Safely in the Construction Industry – White Card (3PCCWHS1001).

**Desirable**

7. CPPACC4006 - Conduct playground access audits.
8. Medium Rigid Driver Licence
9. RIIWHS205E Control traffic with stop-slow bat
10. HLTAID003 Provide First Aid; HLTAID002 Provide basic emergency life support and HLTAID001 Provide cardiopulmonary resuscitation