



two ways :: one outcome

POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: MAINTENANCE SPECIALIST
POSITION NUMBER : 102406
LEVEL: LEVEL 8
PROGRAM: ASSETS AND INFRASTRUCTURE
SUPERVISOR: REGIONAL MANAGER ASSETS & INFRASTRUCTURE

OBJECTIVES OF THE POSITION:

Operating under the direction of the Regional Manager Assets & Infrastructure, and in accordance with Council corporate plans and policies and relevant legislation this position is responsible for overseeing and undertaking the construction and maintenance of council facilities in remote communities

KEY DUTIES AND RESPONSIBILITIES:

- Develop construction plans to ensure Council resources and budget are maximized.
- Manage complex projects within the area ensuring deliverables and timeframes are achieved.
- Manage web based management systems to implement and monitor preventive maintenance, contracts and projects.
- Provide support in budget preparation and management for all Council facilities.
- Interpret specifications, such as blueprints, to determine construction requirements.
- Assess projects to determine material requirements and ensure materials are on site as required.
- Inspection of work to ensure compliance with quality processes to enable final sign off
- Inspect work progress, equipment, or construction sites to verify quality and safety.
- Maintain accurate records of timesheets and job costs.
- Manage regular maintenance contracts and subcontractors
- Supervise and instruct the maintenance team as well as subcontractors.
- Training and mentoring junior staff
- Ensure all tools, plant, equipment and vehicles are maintained in good working order and serviced as required.
- Effectively contribute as a member of a team in the Central Desert Regional Council and promote a safe and harmonious work environment.
- Perform any other delegated duties which are within your competence level and area.

SELECTION CRITERIA:

Essential:

- Trade qualifications and experience in the building industry.
- In-depth understanding of construction procedures and project management principles.
- Proven ability to coordinate subcontractors and the construction team to meet contractual conditions of performance
- Knowledge and proven experience of using materials, methods, and the tools involved in the construction or repair of houses and buildings.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Proven ability to liaise effectively with senior staff and to carry out work tasks as directed.
- Proven ability to work as a supervisor and as a member of a broader Council team.
- Well-developed oral and written communication skills.
- Proficiency with MS Office tools.
- Hold a current drivers license.
- White card

Desirable

- Certificate IV in Building & Construction
- Hold a current first aid certificate or have the ability to obtain this qualification.