



Position Description
(Including selection criteria)
February 2024

Assets Maintenance Officer

Shire of McKinlay
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INFORMATION PRIVACY

Council advises that some of the personal information submitted by applicants for this position will be added to our database for communication and administrative purposes only, and will not be disclosed to any parties other than those involved in the selection process. You may access this information by contacting Council on (07) 47467 166.



McKinlay Shire Council is the southern gateway to the Gulf. The Shire spans some 41,000 square kilometres and townships include Julia Creek (the main hub of the Shire) and Nelia on the Flinders Highway and McKinlay and Kynuna on the Matilda Highway.

McKinlay Shire has a population of approximately 1000 residents. Its main industries are Cattle grazing, beef, mining ventures at BHP Cannington (the most concentrated silver/lead mine in the world), Eloise Mine and tourism.

Our vision

A Vibrant Community –

A focus on the health, wellbeing and general quality of life for the community.

A Strong Economy –

A focus on economic development to create employment growth and opportunity.

A Sustainable Environment –

A focus on the Shires built and natural environments and supporting infrastructure.

A Well Managed Shire –

A focus on Councils leadership and management of the Shire and its assets.

To do this, we will:

- ✓ Develop a learning organisation which provides a satisfying, rewarding and secure career for our employees while fostering teamwork, personal growth and respect for the individual.
- ✓ Support and promote economic developments
- ✓ Support and promote community developments
- ✓ Develop assets and infrastructure
- ✓ Achieve environmental sustainability
- ✓ Improve financial security

Our Organisational Structure

The McKinlay Shire is represented by 5 Councillors and managed by the Chief Executive Officer in accordance with the Local Government Act and various other Acts and regulations. The staff complement is 50 approximately with an annual budget of \$50m.

Position Description

Assets Maintenance Officer

Title:	Assets Maintenance Officer
Division:	Environment and Regulatory Services
Salary:	Contract - Dependent on skills and qualifications
Reports to:	Director Environment and Regulatory Services

Position Objectives

a) Objectives of Position

To carry out proactive/preventative and reactive maintenance and associated construction based works on Council assets including but not limited to buildings and water and sewerage infrastructure, focussing on providing quality works and a high level of customer service

b) Within Organisation

To contribute to the efficient and productive operation of the local government organisation and to maintain and foster a team spirit amongst those in the working environment.

Organisational Relationship

a) Accountable Supervisor:

- Director Environment & Regulatory Services

b) Liaises with:

- Environment & Regulatory Services Staff
- Engineering Staff
- Community Services Staff

c) Supervises:

- Asset Maintenance Officer
- Trades Assistant- as assigned;
- Contractors and consultants as required.

Duties & Responsibilities

The challenge for the Asset Maintenance Officer is to deliver a proactive/preventative and reactive maintenance and construction role to ensure the quality of Council's assets remains at an acceptable standard.

- Provision of quality, cost effective maintenance and associated construction works
- Provide a high level of expertise and product knowledge of applications to the Director of Environment and Regulatory Services
- Demonstrated knowledge of and the ability to carry out works associated proactive/preventative and reactive maintenance and associated construction based works on Council assets including but not limited to buildings, water and sewerage infrastructure. These duties will include:
 - General maintenance of council buildings and structures
 - Minor construction works
 - General "handyman" tasks
 - Maintenance on water and sewerage assets including repairs and installation of bores, pumps, tanks, mains and services.
- Act as Council water and sewerage treatment plant operator, including relevant maintenance, sampling and reporting.
- Other duties as required commensurate with this classification level and other duties that are reasonably directed
- Maintenance of all hand tools, power tools, and other council equipment.
- Knowledge and understanding of related maintenance, building and associated trades
- Commitment to the principles and philosophy of customer service.
- Compliance with the recordkeeping and systems requirements of the Public Records Act (2002) and Information Standard 40

Workplace Health & safety

- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards where possible in the workplace, and/or report hazards and risks in accordance with WH&S procedures.
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Council property generally.
- Report and assist with the investigation of all incidents within the workplace, including minor injuries, near misses and property damage.
- Attend any team meetings or specific training supplied by Council.
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

Management Responsibilities: As assigned

Statutory Responsibilities: Nil

Expenditure: As per financial delegation

Selection Criteria

SC1 Skills:

- Safely and competently operate all associated hand and power tools
- Demonstrated ability to carry out proactive and reactive maintenance tasks in the areas of Building, water and sewerage related fields.
- Ability to generally work unsupervised
- Basic communication and customer service skills
- Ability to prepare basic written reports
- Basic supervisory skills
- Knowledge of domestic and industrial trade related products
- Good time management skills
- Exercise responsibility for Workplace Health and Safety, Environmental Protection, EEO, Anti-discrimination and privacy obligations
- Ability to work unsupervised.
- Ability to supervise members of the public effectively
- Well developed communication skills with a strong customer focus
- Ability to present a positive image of Council

SC2 Qualifications or Relevant Experience:

- Trade qualification or demonstrated equivalent skill sets in Building/Carpentry, Plumbing or Electrical trades areas.
- Qualification in water and sewerage treatment plant operation and maintenance, or the ability to acquire.
- Demonstrated ability to coordinate with trades, consultants and contractors in carrying out repair and construction activities.
- Demonstrated experience in providing sound advice and recommendations in the repair and or replacement of assets.
- 30215 QLD – Course in general safety induction (construction industry)
- Current Queensland "C" class driver's licence

SC3 Knowledge:

- Demonstrated knowledge in construction and maintenance tasks associated with proactive/preventative and reactive maintenance and construction based activities in a Local Government or similar environment
- Demonstrated time management skills
- Demonstrated communication and customer service skills
- Demonstrated ability to work unsupervised and as a team member
- Basic knowledge of the Workplace Health & Safety Act