



The City of Joondalup takes pride in being a City that is committed to service delivery excellence and operates under the principles of good governance. To achieve this vision we seek the services of highly motivated staff to join our team and make a difference to the City of Joondalup and its community.

Maintenance Tradesperson

- Salary: \$54,820.91 per annum
- Plus up to 14% superannuation (conditions apply)
- Commute vehicle use
- Ref No:12-007

We are seeking a suitably experienced person to provide assistance in the Building Management team.

The position requires you to work in a team environment and provide the City's high standards of workmanship. You will also be required to be on after hours call outs on a weekly rostered system every three weeks.

You will possess a trade certificate in Carpentry and Joinery or Cabinet Making, have good knowledge of the building and maintenance industry and have a current 'C' class drivers licence and construction White Card.

No need to address selection criteria. Further information can be obtained by calling **Mike Gull**, Coordinator Building Maintenance on **9300 1206**.

To apply, submit your resume and a covering letter online, addressing your knowledge and experience relevant to the role, via our employment page at www.joondalup.wa.gov.au or mail to Human Resources at PO Box 21 Joondalup WA 6919. Applications close on **Monday, 20 February 2012**.

Garry Hunt
Chief Executive Officer

Canvassing of Elected Members will disqualify

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Maintenance Tradesperson	Position Number	00331
Service Unit	Asset Management	Date Effective	January 2012
Directorate	Infrastructure Services	Date Updated	January 2012
Reporting to	Coordinator Building Maintenance		

2. KEY OBJECTIVES

- To carry out day to day unplanned and planned maintenance, repairs and servicing works to City infrastructure in accordance with best practice principles and to high standard of workmanship.

3. KEY ACCOUNTABILITIES

- Ensure that all work orders are actioned in accordance with the Business Unit Plan.
- Provide a customer focused and safe quality building maintenance service, liaising with all internal and external customers.
- To maintain vehicles, plant, equipment and tools in a safe and good working condition.

4. KEY ACTIVITIES:

ACTIVITIES

Outcome: Daily Maintenance

- To carry out day to day unplanned and planned preventative maintenance, repairs and servicing works to City infrastructure in accordance with best practice principles and to a high standard of workmanship.
- To maintain plant, equipment and tools in a safe and good working condition.
- Provide a customer focused quality building maintenance service, liaising with all internal and external customers.
- Ensure that all work order forms are actioned.
- Ensure all work timelines and cost estimates of materials required are done accurately.

Outcome: Occupational Safety and Health

- Take a proactive role in Safety and Health practices and ensure that safety equipment is worn at all times.
- Ensure that the work area is maintained in a safe and clean manner so as to prevent hazards to staff and general public.
- Operate workshop plant, equipment and tools in accordance with manufacturers recommendations and in a safe, effective and efficient manner.
- Ensure all occupational Safety and Health regulations are adhered to within the workshop environment and on site operations.

Outcome: On call service

- Participate on a roster basis in the after hours on call service for Building Maintenance Services and to carry out repair works as required.

Outcome: Quality assurance

- To support the Quality Assurance system **AS/NZS 9001:2000**.

Outcome: Customer service

- Provide a high quality level of customer service.

5. WORK RELATED REQUIREMENTS / SELECTION CRITERIA

Essential Skills/Knowledge, Experience:

Skills:

- Ability to work with limited supervision and as part of a team.
- Excellent time management skills.
- Excellent communication and customer service skills.
- Excellent problem solving skills.

Desirable Skills:

- Experience in working within a quality assured environment.
- Experience in shop fitting and office fit outs.
- Experience as an "All Rounder Carpenter"

Knowledge of:

- Knowledge of Occupational Safety and Health principle.
- Sound knowledge of material costs estimating and work timelines.

Experience in:

- Considerable post-trade experience within the Building Construction Industry in the maintenance and repair of building facilities and fixtures.

Qualifications/Clearances:

- Trades Certificate in Carpentry and Joinery or Cabinet Making
- Current White Card.
- Current "C" class Drivers license.

6. EXTENT OF AUTHORITY

This position operates within clearly established procedures and guidelines.

This position may give direction (directly or indirectly) to:

- Apprentices and Trades Assistants.

This position is required to undertake:

- Problem solving within established procedures and guidelines.

This position may make recommendations on:

- Matters which impact on the provision of general and planned preventative maintenance and repairs on City infrastructure.

7. WORKING RELATIONSHIPS

Level of Supervision:

Nil

Internal:

City of Joondalup Employees

External:

General Public

Community, Sporting and Recreation Groups.

8. POSITION DIMENSIONS

NUMBER OF STAFF DIRECTLY REPORTING TO POSITION	Nil
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