

Position Description

Position Title	Facility Maintenance Technician
Position Number	CPAC02
Directorate Infrastructure	Infrastructure
Business Unit/s	Facilities, Projects, Assets
Reports to	Facility Maintenance Supervisor
Classification	OWA - Level 6

Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 249,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,500 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

Organisational Vision, Mission Statement and Values

Vision

A sustainable City with a local focus.

Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

Values

The City of Stirling's core values are:



Reporting Relationships

This position reports to the Facility Maintenance Supervisor

Position Overview

This position is responsible for assisting the Facility Maintenance Team in maintaining City of Stirling facilities by attending to reactive maintenance requests. This is hands-on role and requires skills and initiative to complete tasks in a timely, safe and efficient manner.

Position Objectives

- Undertake general maintenance tasks, including but not limited to;
 - fitting toilet roll holders, soap dispensers, shelving, cabinetry,
 - replacing hardware,
 - Repair and replace existing fittings and fixtures,
 - minor tiling repairs,
 - repairs to door and window frames,
 - assemble desks and furniture,
 - pressure cleaning,
 - cobweb cleaning,
 - general handy person duties.
- Working closely with the Facility Maintenance Supervisor and Facility Maintenance Team on day-to-day tasks. Being proactive about solving problems and using initiative.
- Conduct inspections of buildings and Facilities as directed by Facility Maintenance Supervisor.
- Conduct scheduled maintenance visits to Facilities.
- Report maintenance issues or items for preventative maintenance identified onsite to Facility Maintenance Supervisor.
- Exercising due care and attention to the need to work in a safe and efficient manner, having regard for your own safety, the safety of others and the general public.
- Maintain a clean, organized, and safe work environment.
- Complete safety documentation (Take 5, JSA, SWMS) relevant to tasks.

Corporate Responsibilities

- Undertake duties and responsibilities in accordance with corporate Policies, Management Practices and Procedures and demonstrate expected behaviours aligned with the City's Values and Code of Conduct.
- Observe all safe working practices in accordance with relevant Policies, Management Practices and Procedures.
- Contribute to the achievement of corporate objectives by ensuring that stakeholders are responded to in a professional and timely manner.
- Identify, manage, review and report on Risk in line with the City's Risk Management Framework.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Undertake duties and responsibilities in accordance with the City's Customer Service Charter
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as reasonably directed.

Selection Criteria

Qualifications/Education Level	
Demonstrated experience in a hands on facility maintenance role (min 5 years)	Essential
Computer Literacy	Desirable
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Completion of recognised construction induction training (eg, white card).	Essential
Working at Heights (Current or able to obtain).	Desirable
Asbestos Awareness (Current or able to obtain).	Desirable
Silica Awareness (Current or able to obtain).	Desirable
Knowledge, Skills, Experience & Abilities	
Ability to work unsupervised and in a team environment.	Essential
Ability to work efficiently in a timely and safe manner.	Essential

Well-developed verbal and written communication skills including the ability to communicate effectively with a diverse range of people.	Essential
Experience in a construction or maintenance environment	Essential
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence	Essential

Office use only

Position Creation Date	Date	Officer	
Last reviewed/Modified	Date	Officer	