

Position Description

POSITION TITLE	Mobile Team Leader, Repairs and Maintenance
POSITION NUMBER	102404
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 5
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Roads and Infrastructure/ Repairs and Maintenance
LOCATION/S	Alice Springs, with regular travel to Communities
SUPERVISOR	Builder, Repairs and Maintenance
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The Mobile Repairs and Maintenance Team Leader is responsible for providing high quality repairs and maintenance works of all Council facilities, ensuring properties and facilities are maintained to agreed standards and Work Health and Safety issues are addressed promptly. The Team Leader will also work collaboratively with the builder on larger renovation projects of Council facilities in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Undertake a broad range of general maintenance tasks, both reactive and planned, which may include maintenance, inspections, and repair of buildings and other Council assets
2. Provide technical advice, assistance and support to other members of the repairs and maintenance team in relation to legislation and good practice in maintenance services delivery
3. Undertake pre and post inspections of reactive maintenance works in accordance with agreed procedures and advise on scope of works if needed
4. Monitor day to day and cyclical maintenance expenditure, maintain a planned schedule of assigned duties
5. Perform preventative maintenance programs across Council facilities
6. Assist with the maintenance and updating of the asset register of all Council housing and facilities
7. Support in delivery of renovation projects of Council facilities, including housing and other Council facilities
8. Assist with the planning and coordination of materials and resources required to undertake assigned projects and tasks
9. Ensure tools, plant, equipment and vehicles are used appropriately and maintained in good working order
10. Assist with weekly and monthly reporting to management and ensure reporting in the software is in real time
11. Provide verbal and written reports and updates to the Builder, as requested
12. Be engaged in an effective and proactive health, safety and wellbeing culture
13. Any other reasonable duties delegated by the Supervisor which are within level

SELECTION CRITERIA

Essential

1. Relevant Trade/Building qualifications or equivalent building trade experience (minimum of 5years)
2. Demonstrated strong interpersonal skills with the ability to provide advice and resolve issues
3. Ability to work independently and manage, plan, and organise one's own work managing multiple deadlines
4. Competent manual skills in various building trades and competency to safely use and maintain hand tools, power tools, and garden equipment
5. Knowledge of basic building construction methods and building materials
6. Physical capacity to perform a wide range of manual tasks
7. Demonstrated good customer service and cross-cultural communication skills
8. Ability to work safely with a range of tools and equipment
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations
10. Current C Class Licence
11. Ochre Card