

Position Description

POSITION TITLE	Mobile Team Leader (Remote), Repairs and Maintenance
POSITION NUMBER	103632
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 5
POSITION TYPE	Fixed Term, Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Roads and Infrastructure / Repairs and Maintenance
LOCATION/S	Alice Springs with regular travel to Communities
SUPERVISOR	Regional Manager, Repairs and Maintenance
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The Mobile Remote Team Leader, Repairs and Maintenance is responsible for providing high quality repairs and maintenance work for Community Housing, ensuring community housing assets under contract are maintained to agreed standards and Work Health and Safety issues are addressed promptly. The Team Leader will also work collaboratively with the Coordinator and broader community based teams in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures, contracts and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Undertake a broad range of general maintenance tasks, both reactive and planned, which may include maintenance, inspection, and repair of buildings and equipment
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. Liaise with staff, residents and contractors concerning maintenance of community housing assets
4. Undertake pre and post inspections of reactive maintenance works in accordance with agreed procedures
5. Monitor day to day and cyclical maintenance expenditure, maintain proper scheduling of assigned duties and obtain materials to perform cost effective maintenance and repair activity, and maintain and monitor preventative maintenance programs
6. Coordinate with the Mobile Maintenance Coordinator to schedule necessary services to required standards and in timely manner
7. Schedule work to our technical staff in field and provide support to technical staff in field to ensure task completion
8. Ensure tools, plant, equipment and vehicles are used appropriately and maintained in good working order
9. Assist with weekly and monthly reporting to management, assist in the production of contract documentation and timely software database management
10. Participate in the after-hours maintenance rotating roster
11. Provide verbal and written reports and updates to the Coordinator, 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 team player and strong customer service focus
3. Well-developed interpersonal and communication skills
4. Ability to work independently and manage, plan, and organise one's own work
5. Competent manual skills in various building trades and competency to safely use and maintain hand tools, power tools, and garden equipment
6. Knowledge of basic building construction methods and building materials
7. Physical capacity to perform a wide range of manual tasks
8. Non-judgemental attitude and ability to liaise with people from varying backgrounds
9. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
10. Current C Class License
11. Acceptable Police Check, Current Ochre Card
12. Right to work in Australia

Desirable

1. Lived and/or professional experience gained in a remote or regional community