

Job Description

VENUES WEST

Position details:

Title:	Drag Racing Maintenance Officer	Position Number:	08006
Classification:	Level 5		
Branch:	Perth Motorplex		
Directorate:	Venue Management		
Award/Agreement:	VenuesWest General Agreement		
Reports to:	Drag Racing and Burnouts Manager		
Direct Reports:	None		
Special Conditions:	This position is required to work outside of core hours		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and event costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The following values guide our decision making and behaviour every day:

- We champion dreams
- We find a way to make it happen
- Together we win
- We act like owners
- We celebrate success – big and small

About the Directorate

The Venue Management Directorate is responsible for the activation of VenuesWest managed facilities through the provision of support for high performance sport and delivery of community and commercial opportunities for sport, recreation and entertainment.

About the Role

The Maintenance Officer – Drag Racing undertakes the setup, pull down and presentation of operational areas for Drag Racing events and ensures safe, high quality customer experiences whilst optimising venue usage and maximising financial returns.

About the Responsibilities

Operations

- Assists the Drag Racing and Burnouts Event Manager and Drag Racing Events Coordinator in liaising with clients about event drag racing specific requirements.
- Collates physical resource requirements for events and venue bookings.
- Hires any additional resources as approved by the relevant Manager.
- Coordinates and complies with bump in/out schedules provided by relevant Manager.
- Ensures all Drag Racing, equipment, supplies and consumables are ready for officials prior to the event.
- Prepares tractors, tenant machines and other motorised vehicles ready-for-use for events
- Ensures pre-event and post event checklists are completed
- Assists with the set up and testing of the Drag Racing Timing system prior to each activity.
- Ensures safety catch nets are installed correctly prior to each event and covers are installed immediately after each activity.
- Moves Super Screen into position for all events as required.
- Carries out the set up and operation of all operational booking resources.
- Responsible for agreed aspects of event and booking setup including and track preparation.
- Marks out Pit/Paddock competitor bays as required for each major event.
- Monitors and records PJ1 compound stocks and record usage.
- In consultation with the Drag Racing and Burnouts Event Manager and Drag Racing Events Coordinator undertakes Drag Racing Track Preparation to the standard required for each specific event.
- Ensures regular track scrapes are undertaken to maintain the optimum Drag Racing surface.
- Sources suitable tyre stocks to be used for Drag Racing Track Preparation.
- Ensures supplies of gas and air tanks for Fire Utes and Scrubbers.
- Refills and recharges Coldfire Extinguishers to manufacturer's specifications.
- Ensures sand trap is level and loose for major events.
- Maintains and services tractors, tenant machines, motorised vehicles and other facility plant and equipment.
- Cleans and maintains scrutineering area and workshop post drag racing and burnout events.
- Maintains three under-bridge rooms to minimise clutter, and maximize cleanliness and organisational structure.
- Maintains Track 4 and 6 container to minimise clutter, and maximize cleanliness and organisational structure.

Venue Presentation

- Ensures all drag racing venue facilities are presented in a clean, safe and tidy condition at all times and that public health and safety standards and OSH regulations are adhered to.
- Maintains the presentation and safety of all operational areas to a high standard.
- Reports cleaning and security requirements to the Venue Operations Supervisor
- Reports facility turf and reticulation requirements to the Turf and Reticulation contractor
- Reports facility plant and equipment repairs and servicing requirements to the Venue Operations Supervisor
- Carries out repairs as per authorization of Drag Racing Manager or Venues Operations Supervisor

Stock and Equipment Control

- Liaises with and assists with carry out routine and preventative maintenance duties as required.
- Reports any damages or acts of vandalism etc. to the relevant Manager
- Post event checks, reports and maintenance as required.
- Maintenance and keep records of all work vehicles, equipment and tools,
- Purchase and safely stores of fuel and oil for venue plant and equipment,
- Organises and oversees cleaning of workshop, buildings, scrutineering areas and operational areas as required for events
- Prepares, refuels and cleans vehicles and equipment prior to and after events.



- Plans and orders additional equipment and supply requirements for events and venue hiring.

Other

- On non-event weeks, when conditions prevail works as a team with the Maintenance Officer – Speedway on projects that require maintenance / attendance
- Other relevant duties as required.

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Specific knowledge and understanding of Drag Racing track preparation including ability to drive and maintain the required equipment.
2. Supports shared purpose by understanding organisational objectives, how they relate to the role and makes recommendations for improvements.
3. Organises work to reflect changes in priority; Maintains accurate records and files; Sees tasks through to successful completion.
4. Builds and maintains relationships by keeping clients and colleagues informed, managing progress and responding to changes in client needs; Responds to diverse experiences and takes responsibility for delivering customer service.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Provides accurate information; Stays calm under pressure and ensures work is finalised.
6. Communicates clearly both orally and in writing; Listens to, understands and adapts communication styles to the audience.

The following *desirable* capabilities are to be addressed in the context of the responsibilities of the position:

1. Good general handyman skills in routine maintenance such as painting, carpentry, masonry and mechanical repairs with good understanding of occupational health and safety issues related to public facilities.
2. Hands-on experience in the operation and delivery of Drag Racing and Motorsport events.
3. Knowledge of;
 - a) Cleaning and building maintenance practices.
 - b) Vehicle and Machinery maintenance and practices
 - c) Welding, maintenance and fabrication skills

Qualifications / Certifications

Essential:

- Current WA Drivers Licence (C Class minimum)
- Current WA Medium Rigid (MR) or Heavy Rigid (HR) Drivers Licence; or capacity to obtain within 2 months of commencement
- Provide First Aid Certificate (HLTAID003 or equivalent) and Provide CPR (HLTAID001 or equivalent); or capacity to obtain within 2 months of commencement

Desirable:

- WorkSafe 'License to Perform High Risk Work' for Forklift (FL)
- WorkSafe 'License to Perform High Risk Work' for Elevated Work Platform Boom Type (WP)

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

- providing appropriate evidence of the 'Right to Work' in Australia



- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting Human Resources on (08) 9441 8362.

Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
Peter Bauchop Chief Operating Officer		Date Approved:
As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed:/...../.....
Signature:		Date Signed:/...../.....

