



Government of **Western Australia**  
Department of **Justice**

## Job Description Form

### Department of Corrective Services Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

<b>Position Title</b> Maintenance Instructor		<b>Special Conditions</b>
<b>Effective Date</b> April 2014	<b>Position Number</b> Generic	<b>Level</b> VSO 3
<b>Division</b> Adult Custodial	<b>Directorate</b> Custodial Operations	<b>Branch</b> Metropolitan

### Divisional Outcomes

The outcomes of the Adult Custodial Portfolio are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle.

The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

In achieving these outcomes and outputs, community expectations, in particular victim concerns, are taken into account.

### Directorate Outputs

Custody and containment;  
Care and well being;  
Reparation; and  
Development and reintegration

### Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with its business plan, resource management budget and statutory requirements;  
Managing the Prison to ensure the care, well being and developmental needs of prisoners are met;  
Developing effective community and industry programs aimed at providing reparation to the community; and  
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending

### Role of the Position

Casuarina Prison is situated approximately 40km from the Perth CBD and is the state's largest maximum security prison designed to hold sentenced prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences and who have long terms of imprisonment.

Casuarina is also the state facility for managing the small numbers of offenders who are extremely violent, predatory, disruptive or committed to escape from custody. These prisoners are housed in the Special Handling Unit. The facility also contains a comprehensively equipped Infirmary and is responsible for the receipt and medical clearance of prisoners released from community hospitals prior to their return to their respective facilities.

Within the overall prison service configuration, the key features of Casuarina Prison are:

1. To receive and house male maximum security sentenced prisoners;
2. To provide diversified vocational skills training and development leading to increased work opportunity on release;
3. To assist long term prisoners address specific offending behaviours; and
4. To act as a dispersal prison for long term prisoners.

The Maintenance Instructor will undertake and organise all preventative, routine and emergency maintenance of the Prisons buildings, facilities, equipment and general grounds work and is responsible for the supervising and initiating of productive work for allocated prisoners in all facets of the maintenance role within the prison. To relieve as directed to cover shortfalls in the industry workshops.

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### Responsibilities of this Position

#### Training

Undertakes appropriate on the job training of prisoners with different skill and knowledge levels  
Undertakes induction training on workshop practices and procedures when required

#### Production

Undertakes small fabrication and maintenance work where required to suit prison requirements or to fulfil a specific order.

#### Resource Management

Maintains and coordinates the stock and purchasing of consumables products to continue maintenance of the Prison buildings and associated facilities.  
Maintains safe and appropriate storage of stock and equipment for the workshop.  
Ensures all required equipment for the workshop is in good working order.  
Establishes appropriate production and delivery for the workshop.  
Responsible for the care and upkeep of the workshop vehicle.

#### Managing Offenders

Supervises and instructs various work parties around the prison.  
Specially responsible for the day to day supervision and instruction of prisoners assisting in the maintenance of the prison  
Plans schedules and controls daily work activity of prisoners within the workshop.  
Ensure the custody of prisoners is in accordance with the requirements for the good order of the prison.

#### Policies and Procedures

Complies and works within approved and established Occupational Safety and Health Regulations and procedures.  
Complies and works within approved and established security procedures.  
Follows workplace policies and procedures within the Prison to achieve tasks.  
Implement policies and/or procedures within the workshop, and identifies and reports related gaps at an operational level.  
Ensures that quality control procedures are established and maintained at all times.

#### Contract Management.

Coordinate the use of contractors for the purpose of maintenance of the prison.

#### Information and Knowledge Management

Maintains appropriate records to track expenditure and/or production within maintenance workshop.  
Maintains appropriate employment and prisoner records of those with the workshop.  
Prepares various reports and correspondence on identified issues related to the workshop. (This includes such things as training programs, training outcomes, Occupational Safety and Health, incident reports, etc.)

#### Other Duties

Other duties as directed.

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b><u>ESSENTIAL</u></b>	
<b>1. Trade Qualification</b>	Possession of a relevant trade qualification pertaining to general maintenance.
<b>2. Communication and Interpersonal Skills.</b>	Utilising written and oral communication to convey information to different audiences. Working professionally with others in a team environment.
<b>3. Team Building and Maintaining Relationships</b>	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team environment.
<b>4. Resource Management</b>	The Ability to manage, human, financial and physical resources effectively to achieve outcomes.
<b>5. Information and Knowledge Management</b>	The ability to use information and knowledge effectively and contribute to the development and delivery of training and education within the workshop.
<p>Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:</p> <ul style="list-style-type: none"> <li>• Successfully undertake the Australian Institute of Forensic Psychology's psychological assessment;</li> <li>• Receive a clearance through the Departmental criminal screening and integrity assessment;</li> <li>• Possess a current 'C' class motor vehicle driver's licence;</li> <li>• Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and</li> <li>• Be willing to undertake training applicable to the role through the Department's Training Academy.</li> </ul>	
<p>(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).</p>	

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### Reporting Relationships

**Title**

Business Manager

**Classification**

Level 7

Responsible to

**Title**

Maintenance Supervisor

**Classification**

VSO 4

Responsible to

**This office**

Other offices reporting to this office

**Title and classification**

Construction Instructor

VSO 3

Offices under direct responsibility

**Title**

nil

**Classification**
**Number of FTEs supervised and controlled**

### Location and Accommodation

**Location**

Casuarina Prison, 288 Orton Road, Casuarina, WA, 6966

**Accommodation**

N/A

### Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.

**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

### Delegated Authority Approval

Signature

Date

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