


Job Description Form

1. Position Details

Position Title Maintenance Attendant		Position Number ZPA3120834	
Level/Grade Grade 1.1	Specified Calling N/A	Agreement Gardeners (Government) Award 1986 and Government (Miscellaneous) General Agreement	Effective Date 13 March 2020
Division Zoological Parks Authority		Branch Facilities and Environment	
Section Infrastructure Services		Location Perth Zoo South Perth	

2. Reporting Relationships

Position Title Manager Facilities & Environmental Services	Level/Grade L7							
↑								
Responsible to								
Position Title Coordinator Presentation & Horticulture	Level/Grade L5							
↑		Other offices reporting directly to this office <table border="1"> <thead> <tr> <th>Position title</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>Leading Hand Maintenance</td> <td>2.4</td> </tr> <tr> <td>Maintenance Attendants</td> <td>1.4</td> </tr> </tbody> </table>	Position title	Level	Leading Hand Maintenance	2.4	Maintenance Attendants	1.4
Position title	Level							
Leading Hand Maintenance	2.4							
Maintenance Attendants	1.4							
↑								
Responsible to								
This position								
↑								
Officers under direct responsibility								
Position Title Nil	Level/Grade	Approx. no. FTEs supervised						

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

This position works as part of the Facilities and Environmental Services team in ensuring the Zoo's buildings, facilities and grounds are presented and maintained in a clean, tidy, safe and functional condition at all times. As a member of the maintenance team the position undertakes general repairs, maintenance, minor construction work and general cleaning in the upkeep and presentation of the facilities and grounds of the Zoo.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

Facilities and Assets (35%)

1. Undertakes general repairs, maintenance and minor construction of Zoo facilities as required.
2. Appropriate and safe use of Zoo vehicles, plant and equipment in accordance with established Zoo policies and procedures.

Presentation (35%)

3. Attends to outdoor cleaning, including but not limited to rubbish removal, cob-webbing, bin washing, high pressure cleaning and clearing of pathways to maximise presentation of the Zoo for Visitors.
4. Provides assistance with setting up facilities for special events and functions.

Team Outcomes and Engagement (10%)

5. Provides support to building trades staff as requested to ensure a high level of presentation and asset upkeep.
6. Participates in developing a team culture that values diversity, is free from discrimination and enables people to develop.
7. Interacts with other staff and visitors in a courteous and helpful manner.
8. As required acts in the Supply Officer role during the substantive's periods of leave.
9. Contributes to a positive work environment and culture that supports Conservation and Biodiversity goals, best practise in occupational safety and health standards and ethical decision making.

Safety (10% and ongoing)

10. Performs all duties with a high regard to safe work practices.
11. Proactively seeks to improve safety in the workplace and report hazards in accordance with established Perth Zoo policy and guidelines.
12. Practices safe use, maintenance and storage of equipment, tools and chemicals.

Other (10%)

13. Undertakes other duties as directed.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following four criteria in a written application. These should be addressed in no more than two pages in total.

1. Experience in a facilities and grounds maintenance environment in a high visitation public attraction.
2. Ability to carry out minor carpentry, painting, paving, fencing, concreting and other general building and facility maintenance works.
3. Awareness of relevant Occupational Safety and Health issues including the safe use of equipment and materials. (The successful applicant will be required to obtain a White Card (a form of safety awareness training) before commencing).
4. Ability to work effectively both individually and in a team environment with limited supervision.

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

5. Demonstrated understanding of Occupational Safety and Health, and Equity and Diversity Principles and Practices.
6. Knowledge of and commitment to conservation consistent with the role of Zoos. **(Desirable)**
7. Certification in or a willingness to obtain certification to use a forklift, skid steer-loader, chainsaw, working at heights, elevated work platform (EWP) and/or first aid. **(Desirable)**
8. Possession of or a willingness to obtain a "HR" class driver's license (Heavy Rigid vehicle). **(Desirable)**

Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Desirable:

Open, Accountable, Creative, Responsive, Innovative, Outcome-focused, Collaborative, Integrity.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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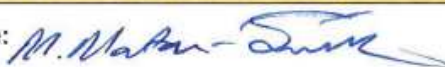

6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week i.e. 60% of full-time hours.	1	
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input checked="" type="checkbox"/> Other - Please specify below: Pre-Employment Medical
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	Light Truck, 4WD utility, bobcat, forklift, elevated work platform and power tools	
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks .	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	A/ Executive Director
Signature: 	Signature: 
Date: 12/03/2020	Date: 12/03/2020