



Facilities Officer

Position Details

Position Number: 30000103
 Classification: Level 2
 Award/Agreement: Public Service and Government Officers CSA General Agreement 2019
 Directorate: Corporate Services
 Location: Karratha

Reporting Relationships

Responsible To:	Facilities Coordinator Level 4 Location: Karratha	←	Other officer reporting to this position: Horticulture Officer L2 Senior Facilities Officer L3 x 1 Cleaners x 5 (Misc)
This Position:	Facilities Officer Level 2	↑	
	Positions under direct supervision: Nil	↑	

Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

Our Values

We are committed to an inclusive, high performance culture that places the student at the centre of all that we do.

Employees at NRT must observe and demonstrate the NR TAFE Code of Conduct and Public Sector Commission Code of Ethic values and principles in their day to day activities and behaviour.



NRT VALUES
RESPECT and INTEGRITY through
 PROFESSIONALISM and TEAMWORK

“Respect and Integrity through Professionalism and Teamwork”



Position Overview

Assists in the maintenance of College buildings, fixtures, vehicle fleet, furniture and equipment. Assists in the coordination of external contractors and liaises with internal clients. Participates in minor building projects and improvements to the campus facilities.

Position Responsibilities

- Assists the Facilities coordinator as required.
- Completes work order requests as required.
- Identifies and performs regular maintenance and repair services to College buildings, infrastructure and fixtures, including painting, fixing, basic plumbing and carpentry.
- Carries out preventative maintenance as required and reports through to Facilities coordinator of repairs required.
- Organises and assists with the movement of equipment and furniture as directed.
- Assists with the maintenance and safety of the college's vehicles fleet.
- Liaises with external contractors and internal clients.
- Other duties as required.

Selection Criteria

1. Proven ability to read and understand written instructions, prioritise and apply safety principles.
2. Ability to work as part of a team and to be able to work with minimal supervision.
3. Sound computer skills and abilities.
4. Physically capable to undertake the duties of the position including manual handling (i.e. movement of furniture and equipment).
5. Possess a broad range of manual skills within building maintenance and ability to identify maintenance issues.
6. Current WA 'C' Class Driver's Licence

Appointment Factors

Location: North Regional TAFE Campus

Accommodation: Not applicable

Allowances: As per Award.

Travel: Travel to and work at other campuses or sites will be required as the need arises.

Special Conditions

National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training



Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

- Public Sector Management Act (1994) and Regulations
- Vocational Education and Training Act (1996)
- Public Sector Code of Ethics
- North Regional TAFE's Code of Conduct
- Equal Opportunity Act (1984)
- Occupational Safety and Health Act (1984)
- Internet Terms and Conditions of Use
- Employee Software and Compliance Statement
- North Regional TAFE policies and procedures

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Employee		Managing Director	
Name:		Name:	Kevin Doig
Signature		Signature	
Date:		Date:	25/02/2020