

POSITION SUMMARY

RECREATION ASSETS COLLECTION OFFICER (522)

Directorate	Engineering Services
Section	Recreation
Classification	Band 2, Level 1, Grade 4
Position Status	Permanent full-time
Commencing Salary Range	\$1,047.30 - \$1100.33 per week
Reports to	Parks Operations Manager
Direct Reports	Nil
Work Location	Depot/Workshop

Position Purpose

To provide up to date data of Council's Recreation assets to enable improved maintenance practices, reduced liability exposure and compliance with relevant standards and Council policies.

Key Responsibilities

- To compile and collect data of Recreation Section assets for inclusion within the asset management inventory and to enable improved maintenance management and reduced exposure to liability claims.
- To carry out regular inspections of all the Council's playground equipment and play areas to ensure their suitability and safety for the intended use.
- Undertake minor maintenance and repairs to Recreation Section Assets to ensure their compliance with Council's policies and other relevant standards.
- Prepare and review asset management policies and plans relating to Recreation assets as requested and directed.

Selection Criteria

Essential

- Class C Drivers Licence
- Proven ability to work in both a team and a solitary work environment.
- Experience in the utilisation of computers and computer based programs.
- Possess Work Health and Safety Induction for both Work Activity and General Construction in accordance with the WHS Act 2012 (White Card)
- The agreement to take leave in accordance with the Recreation Section's leave roster and outside the recognised peak growing season.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

- Adequate numeracy and literacy skills to fulfil the requirements of the position

Desirable

- Knowledge and experience in clerical and administration duties
- Basic knowledge of Asset Management Systems
- Knowledge and experience in inspection systems and techniques
- Other relevant qualifications/certificates (First Aid, EEO, Manual Handling, WHS etc.)
- Ability to read and interpret plans and diagrams.

Immunisations (willingness to undergo)

- Nil

Expected Organisational Standards

- Follow defined WHS procedures
- Provide service to customers
- Work effectively in the local government context
- Work with others in local government
- Communicate in the Workplace
- Follow defined risk management policies and procedures
- Follow defined ethical guidelines from Council, including Code of Conduct
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 38 hour week with RDO every third week
- Take Annual Leave in accordance with the applicable Leave Roster
- Hours of work are 7.21am to 4.15pm Monday to Friday
- Probationary period of 3 months
- Four weeks annual leave
- Long Service Leave after 5 years
- Superannuation of 10% paid by Council
- Medical (including drug & alcohol) and audio required as part of selection process.

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