
KATHERINE WEST HEALTH BOARD ABORIGINAL CORPORATION

POSITION DESCRIPTION

POSITION TITLE:	Assets and Property Maintenance Officer
SUPERVISOR:	Assets Co-ordinator
CLASSIFICATION LEVEL:	AO3
LOCATION	Katherine
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

SUMMARY OF POSITION:

The Assets and Property Maintenance Officer will undertake a range of duties involved in the efficient and effective maintenance of KWHB vehicles, assets and buildings, as well as provide support to the Assets Coordinator in asset management. This position will travel to remote communities within the Katherine West Health Board region to attend to remote maintenance requirements.

PRIMARY RESPONSIBILITIES:

1. Monitor the roadworthiness of vehicles to ensure they are safe at all times
2. Regularly inspect all KWHB vehicles for any unreported damage and to ensure all equipment assigned to the vehicle is accounted for.
3. Maintain KWHB vehicle database to record vital statistics and ensure adequate service interval is maintained.
4. Regularly inspect all of KWHB's accommodation for any unreported damage and to ensure all equipment assigned to the dwelling is accounted for.
5. Under the supervision of the Assets Coordinator, organise for the servicing, maintenance and repairs of KWHB vehicles to be carried out in a timely manner.
6. Take delivery, and manage the appropriate storage, of KWHB stores and assets
7. In conjunction with relevant managers, conduct site visits in all remote and town locations to
 - arrange for the follow up of any required repairs and maintenance in line with the schedule of approved works
 - check that work undertaken by third parties has been completed to the agreed standard
8. Carry out any minor repair works requested and organise for appropriately qualified contractors to undertake other repair and maintenance works, as required.
9. Comply with Work Health & Safety procedures and requirements with reasonable care in relation to personal health and safety, and the health and safety of other staff.
10. Any other duties, which are within your capabilities, as required by your supervisor.

SELECTION CRITERIA:

Essential:

1. Demonstrated mechanical aptitude in vehicle maintenance.
2. A current Northern Territory driver's license, with experience driving in remote areas and on unsealed roads.
3. Proven ability to undertake routine and clearly defined building maintenance work.
4. Knowledge of the appropriate storage of goods and the movement of assets.
5. The ability to communicate with people from different professional backgrounds and in a multicultural environment, especially a remote Aboriginal community environment
6. The ability to effectively liaise with suppliers and other external agencies.
7. Good computer literacy skills and experience using Microsoft Office, in particular Word and Excel
8. Understanding of WH&S and EEO principles and how they apply to the workplace.
9. The ability to maintain complete confidentiality.
10. The ability to travel to remote communities by road or light aircraft and stay in remote communities for short periods
11. Hold or have the ability to obtain a Working with Children Clearance (Ochre Card) and Criminal History Clearance

Desirable:

1. Trade based qualifications in a relevant field.
2. Previous experience working in a primary health care environment.
3. Experience working with Aboriginal and Torres Strait Islander people.

All KWHB employees are expected to be familiar with, acknowledge and comply with relevant policy and procedure with particular emphasis on workplace safety, cultural security and equal employment opportunity, which are significant elements of KWHB's core values.

Approval:

Sinon Cooney

Chief Executive Officer



Signature

05 March 2020

Date