



BA TOWN COUNCIL

ROLE DESCRIPTION

ROLE TITLE: MAINTENACE WORKER - GENERAL TRADESMAN

CORPORATE INFORMATION

1. Position Level: Labour hourly rate
2. Remuneration: Salary will commensurate with qualification and experience (to be discussed during the interview).
3. Duty Station: Tabua Place, Civic Centre, Ba Town
4. Reporting Responsibilities;
 - a) **Reports to:** Projects & Properties Officer, Manager Building Services
 - b) **Liases with:** Maintenance Supervisor, Building Inspector, Assistant Building Inspector, Manager Building Services and all other Department Heads and Sub-Heads, Stakeholders and other agencies.
 - c) **Subordinates:** Depot workers.

ROLE PURPOSE

- The role provides day to day activities with Depot team and Operations.
- A maintenance worker conducts basic maintenance on various Council properties.
Their main duties include repairing rock lining drains, assisting in carpentry, joinery, painting, plumbing works, welding, etc.

RESPONSIBILITIES

The Maintenance Worker is responsible for the following:

- Reports for duty regularly and timely with an established schedule of time from Monday to Friday.
- Perform duties of repairing rock lining drains, carpentry works, joinery, painting, welding, plumbing works and other maintenance works.
- Performs regular activities throughout the council properties; routine inspections of all council properties; reports major problems or concerns to Projects & Properties Officer or Maintenance Supervisor.
- Responsible for the proper use and maintenance of tools, equipment, and materials and safely uses tools and equipment as assigned.
- Demonstrate good team work and continual positive effort to maintain effective working relationships with staff, volunteers, and management

EXPECTED WORKING CONDITIONS:

- Must be able to perform strenuous physical work outside in the western Fiji weather, sometimes under unfavorable weather conditions and exposure to insects and brave natural calamities.
- Continual or prolonged periods of time bending, stooping, reaching, crouching, kneeling, crawling, digging, and lifting.
- Continuous communication and/or interaction with staff, volunteers, visitors, and management.
- Occasional weekend and/or holiday work required to meet departmental deadlines or to provide staff support for Depot workers.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Time management.
2. Attendance and punctuality.
3. Performance with efficiency and ensuring accuracy.
4. Work ethics.
5. Standard of work.
6. Transparency and accountability.
7. Providing assistance and guidance on compliance requirements whilst not compromising requirements under the legislations and standards.

PERSON SPECIFICATION

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. Have a form Six level education with trade certificate in building trades will be an added advantage.
2. Minimum of 2 years of hands on experience in carpentry, painting, joinery, plumbing and general maintenance works.
3. In-depth knowledge of carpentry and plumbing works will be added advantage.
4. Previous experience in building maintenance with the ability to operate various types of hand and power operated tools and equipment utilized in all phases of building works (circular saw, power drills, etc.)
5. Ability to establish and maintain effective working relationships with subordinates, fellow supervisors, direct supervisors, volunteers, and co-workers
6. Ability to work independently as well as part of a team effectively
7. Ability to work with and supervise a diverse staff and volunteer group

8. Knowledge of building materials and desire to learn rock lining in drainage works and other building related works
9. Ability to learn and fulfil the Depot maintenance works requirements

Skills and Abilities

1. Have good oral and written communication skills
2. Ability to work under pressure and deliver within timeframe
3. Ability to handle difficult situations to achieve positive outcomes

Personal Character

All applicants for employment in Ba Town Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 60 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.