

POSITION DESCRIPTION

Position Title	Painter
Position Number	31302
Division	Traffic, Depot and Building Services
Branch	Building Services
Special Requirements	Current C Class Drivers Licence Ability to work flexible hours and callouts
Grade	9
Reports To	Senior Building Maintenance Officer
Physical and Environmental Demands	Mobility around construction work site Ability to drive a Council vehicle
Authorities	As applicable and as delegated by the General Manager
Key Direction/s	Strong Local Leadership
Position Purpose	
To paint, maintain and repair painted, wall covered, stained surfaces of the building structures, rooms, furniture and equipment throughout the local government area.	
Key Result Areas	
<ul style="list-style-type: none"> • Presentation of Council facilities • Team and Individual Safety • Customer Service • Corporate Core Values 	
Key Duties & Responsibilities	
Presentation of Council facilities <ul style="list-style-type: none"> • Smooth and prepare surfaces for painting, including sanding and removal of old paint. • Patch repair including nail holes, cracks and joints with filler. • Colour match existing paints • Stain, seal and varnish wood surfaces. • Action the removal of graffiti from the interior and exterior of council buildings and facilities. 	

- Carry out inspections on Council's buildings and facilities
- Use/operate tools and equipment in a range of circumstances
- Undertake routine checks and basic maintenance to ensure tools and equipment under your control are kept in serviceable and safe condition at all times
- Works required is accurately recorded
- Action work requests
- Plan work in accordance with identified priorities
- Complete all assigned work in line with Council procedures
- Advise supervisor immediately if assigned work cannot safely be performed within allocated time period
- Provide technical advice and expertise
- Determine and recommend necessary work or replacements
- Other relevant duties which may be required by the Team Leader or Manager from time to time

Team and Individual Safety

- Identify and report hazards and participate in risk assessments
- Ensure the safe handling, storage and appropriateness of chemicals
- Direct all works in accordance with OH&S responsibilities including PPE
- Ensure the safe and correct use of all equipment
- Advise supervisor immediately if assigned work cannot safely be performed within allocated time period

Customer Service

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.

Corporate Core Values.

- Continuously display Councils Corporate Core Values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

- Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

Risk Management Responsibilities

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Essential and Desirable Criteria

Essential

- Experienced painter and decorator
- High attention to detail in the delivery of a quality finished product
- Ability to review processes and procedures applied to improve service delivery
- Problem-solving capabilities
- Demonstrated ability to apply EEO, WHS and Risk Management, ethical practice principles and to act with probity at all times
- Able to work as part of a team or autonomously

Desirable

- Trade Qualification
- Knowledge and experience in building services

Prepared By

Team Leader Fleet and Building Services

Date Prepared

May 2022

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:**Employee Signature:****Date:**