

	 The GEO Group Australia Pty Ltd JUNEE CORRECTIONAL CENTRE	JCC/PD045 Issue: D Date: 210513 Page 1 of 3 Colour: White
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POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE : Maintenance Officer (Plumber)

LOCATION : Maintenance Department

REPORTS TO : Maintenance Manager

1.0 PRIMARY OBJECTIVE

- 1.1 The Maintenance Officer (Plumber) is directly responsible for completion of the plumbing planned and corrective maintenance throughout the Centre including but not limited to water and sanitary reticulation, storm water drainage, gas and ancillary plant and systems, trade wastes and backflow prevention.
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2.0 DUTIES AND RESPONSIBILITIES

- 2.1 Completion of all work orders as directed by the Maintenance Manager for Preventative and Corrective Maintenance tasks related to plumbing and general maintenance throughout the Centre.
- 2.2 Assist the Maintenance Manager in the implementation of cost effective strategies to establish and upgrade the Centres plumbing services.
- 2.3 Participate in the activities of other Maintenance Staff and contractors engaged by the Maintenance Department, including verifying the satisfactory performance of external contractors, as required.
- 2.4 Ensure the safe storage, issuing and use of all centre tools at all times in accordance with corporate policies.
- 2.5 Assist in the development of Safe Work Practices and Operating Procedures in relation to plumbing, when required.
- 2.6 Ensure that all maintenance tasks are undertaken in accordance with relevant regulations, legislation and procedures.
- 2.7 Supervision of inmate maintenance workers ensuring that their work is in accordance with relevant regulations, legislation and procedures. Assisting Riverina Institute of TAFE with any supervisory reports for inmate maintenance workers undergoing certification.

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- 2.8 Record as-constructed details for processing of any infrastructure alterations. Maintain all building codes, installation requirements and relevant legislation.
- 2.9 In conjunction with the Maintenance Manager, identify, develop, implement, monitor and revise relevant policies, standards and systems, to ensure efficient and effective maintenance programs are delivered.
- 2.10 Ensuring that proper safeguards and personal protective equipment is properly used and maintained by you, inmates and contractors.
- 2.11 Ensuring the safe storage of hazardous materials.
- 2.12 Carry out the company's safety obligations as required by law and/or contract.
- 2.13 The Employee, where directed by the On-Call Manager to return to the Centre after the Employee's hours of duty have been completed on any day, must attend and complete works as directed. In such circumstances the Employee shall be paid for a minimum of four (4) hours.
- 2.15 Co-operate with the employer's efforts to comply with the requirements of the WHS Act 2011. Accept responsibility for the health, safety and welfare of subordinates, inmates, contractors and visitors under the employee's supervision. Comply with the employer's policy and procedures enabling compliance with the WHS Act 2011.
- 2.16 Any other tasks as directed by the Maintenance Manager.

3.0 KEY SELECTION CRITERIA

- 3.1 Completion of an appropriate apprenticeship and trade certificate in plumbing.
- 3.2 An ability to multi-task together with significant hands on experience in an operational plumbing environment, including ability to diagnose problems, determine and facilitate effective solutions.
- 3.3 Proven knowledge of legislative requirements that apply to the operation of plumbing facilities.
- 3.4 Demonstrated understanding of planned maintenance principles and continuous improvement concepts with flexibility and adaptability to changes in the workplace.
- 3.5 Effective interpersonal and oral communication skills including ability to liaise with a broad range of stakeholders.
- 3.6 A current NSW Plumbing and Drivers licence.

- 3.7 Maintain a continuing satisfactory security clearance as approved by the Commissioner of Corrective Services NSW.
- 3.8 Demonstrated knowledge of the principles of the WHS Act 2011.
- 3.9 Ability to work in a correctional environment, which will involve direct contact with prison inmates.
- 3.10 Certificate(s) in Confined Space, Elevated Platforms, Forklift and Working at Heights (**Desirable Criteria**)

<i>APPROVED BY</i>	<i>SIGNATURE</i>	<i>DATE</i>
General Manager		
Human Resource Manager		
Maintenance Manager		

I acknowledge receipt of this Position Description and Selection Criteria. I acknowledge that the duties, responsibilities and key selection criteria are consistent with the work that I do at the Junee Correctional Centre Position.

Employee Name:

Employee Signature: Date:.....