



NORFOLK ISLAND

**POSITION SPECIFICATION**

**POSITION TITLE:** Foreman Building Maintenance/Grounds

**POSITION NO:** FT 303

**RESPONSIBLE TO:** Manager - Public Works

**SECTION:** WORKS DEPOT

**LOCATION:** New Cascade Road

**SALARY RANGE:** \$33,096. - \$34,622.

**HOURS OF WORK:** 75 per f/night

*The Administration adopted a new Human Resources Policy in February 2001. Positions are subject to a 7 day spread of hours introduced as a result of that Policy and hours in the future may be rostered dependent on customer and service level needs.*

**1.0 GENERIC ESSENTIAL CRITERIA:**

- 1.1 Demonstrated ability and personal qualities to work in, and with, a small isolated community
- 1.2 An understanding of the unique culture and heritage of the Norfolk Island community, or a capacity to acquire such knowledge quickly
- 1.3 A demonstrated commitment to effective service delivery to the Norfolk Island community
- 1.4 A demonstrated understanding of, and commitment to, workplace equity and occupational health and safety principles and practices.

**ESSENTIAL CRITERIA:**

- 1.5 Competent skills, knowledge and experience in Building Maintenance/Construction, with certificate or equivalent in relevant trade areas: carpentry, joinery, plumbing etc
- 1.6 Competency and proven ability in ground maintenance.
- 1.7 Experience in supervising, promoting and maintaining a positive work team environment.
- 1.8 Competency in effectively and efficiently carrying out written and verbal instructions.
- 1.9 Competency in implementing Occupational Health & Safety, Equal Employment Opportunity and ethical conduct requirements to maintain a safe environment for public and employees.
- 1.10 Competency in preparing plans, drawings, site set out and levels, job costing and estimating skills.
- 1.11 Ability to communicate with the public in a courteous manner ensuring the appropriate information is supplied and clarified if required.
- 1.12 High level organisational & project management skills.

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1.13 Drivers Licence – Min HR

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1.14 Current First Aid Certificate.

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**2.0 DESIRABLE CRITERIA:**

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2.1 Ability to identify and develop training needs.

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2.2 Competency in use of relevant plant equipment.

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2.3 Competent skills / knowledge and experience in carpentry, plumbing, and multi-skilled maintenance.

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2.4 Ability to assist with procedures in preparation of burials.

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2.5 Computer literacy in Word and Excel.

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**3.0 MAJOR RESPONSIBILITIES OF THE POSITION:**

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3.1 The supervision of the construction of new buildings, structures and improvements to existing buildings in accordance with plans, specifications & building codes.

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3.2 Supervision of repairs and maintenance to Administration buildings & property (with the exception of KAVHA).

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3.3 Supervision of grounds/public places (except KAVHA), to ensure presentation is at a high standard at all times.

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3.4 Supervision of and ability to handle and use hazardous chemicals in a safe manner.

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3.5 Maintain cooperation in efficient teamwork with other members of the Works section.

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3.6 To ensure all equipment, tools and machinery is operated, maintained and stored safely, properly and securely.

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3.7 To ensure all work is performed in a competent and professional manner.

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3.8 To ensure all accidents / incidents / injuries are reported immediately to the Manager Public Works.

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3.9 Assist with the preparation of costing and budgeting of projects undertaken by the Works section.

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3.10 Provide effective support to the Manager Public Works.

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(Job Holder)

(Date)

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(Supervisor)

(Date)