



**IPSWICH SHOW SOCIETY  
POSITION TITLE & DESCRIPTION  
FACILITIES MAINTENANCE OFFICER**

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**1. ROLE:**

Under direction of Ipswich Show Society Executive Committee the employee will:

**1.1 Primary Role**

- (a) Undertake skilled maintenance and minor construction activities;
- (b) Ensure assigned tasks are completed with limited supervision and provide direction to staff to carry out tasks.

**1.2 Secondary Role**

The occupant of this position can be directed to perform any of the duties described in the grade under which this position is classified or any of the duties prescribed for any of the grades lower than this positions classification. Such duties will be within the limits of the employee's skills, competence, relevant licences, certification and training.

**2. RESPONSIBILITIES:**

The employee, in carrying out the duties of this position shall:

**2.1 General**

- (a) Carry out and complete skilled maintenance of showgrounds and facility improvements to Ipswich Show Society (ISS) standards, Australian Standards or Australian Quality Framework performance standards (as is appropriate);
- (b) Maintain properties and maintain, construct and/or repair minor structures including fences, concrete, shelters and buildings;
- (c) Conduct inspections on showgrounds equipment and assets and report on outcomes;
- (d) Perform basic horticultural practices ie. turf maintenance, pest & weed control;
- (e) Operate machinery and equipment with manufacturer's specifications and standards and ensure all machinery and equipment is maintained to manufacturer's specifications and ISS standards;

- (f) Prepare and apply chemicals in accordance with manufacturer's Material Safety Data Sheet recommendations and Workplace Health and Safety guidelines;
- (g) Lead and coordinate the work activities of a team and provide feedback, as is required;
- (h) Maintain and clean all amenities on the Showgrounds including toilets and showers;
- (i) Occasional weekend work will be required;
- (j) Attend the occasional after hours Committee Meeting to provide updates on work requirements and/or quotes;
- (k) Monthly reporting to the Committee;
- (l) Ipswich Show (May) extra overtime hours will be required, as advised;
- (m) any other duties as may be directed from time to time.

**3. WORKPLACE, HEALTH & SAFETY:**

The employee shall comply, so far as is practicable, with the Workplace Health and Safety Act, Regulations, Codes of Practice and ISS's Workplace Health and Safety policies and procedures and shall comply with instructions given by his/her manager or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

**4. CUSTOMER SERVICE:**

The employee will be committed to customer service.

**5. REMUNERATION**

As per the Amusement, Event & Recreation Award 2010.

## **SELECTION CRITERIA FACILITIES MAINTENANCE OFFICER**

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### **6. SELECTION CRITERIA:**

#### **6.1 QUALIFICATIONS AND SKILLS**

- (a) Current "C" Class Drivers Licence is required;
- (b) Current Forklift Licence would be an advantage;
- (c) Relevant trade certificate would be an advantage.

#### **6.2 EXPERIENCE**

Relevant experience to fulfil the requirements outlined in duties stated under Item 2, particularly in regard to property and structure maintenance, improvement, construction and repair.

#### **6.3 KNOWLEDGE**

- (a) Sound knowledge of maintenance to buildings and grounds;
- (b) Basic knowledge of plumbing, carpentry and concrete work.

#### **6.4 INTERPERSONAL SKILLS**

- (a) Good written and oral communication skills;
- (b) Liaise with Committee, Office Staff, Council, Contractors, Tenants, Stewards & Public.