

Position Profile

Designation:	Facilities Maintenance Officer
Reporting to:	Regional Operations Manager - Central
Supervising:	From time-to-time staff, volunteers and a range of contractors who may assist in the execution of the duties listed below.
Based at:	Newhaven Wildlife Sanctuary, NT Basic accommodation will be provided at Newhaven for the successful candidate.

Organisational context:

AWC is a pragmatic global conservation leader, restoring landscapes and securing the future of Australia's most endangered wildlife through science led, measurable impact at scale. Inspired by the richness of Australia's biodiversity, we are united by a shared commitment to protect its unique animals and habitats.

Delivering this mission depends on OneAWC: a cohesive, engaged and high performing organisation, guided by strong leadership and shared values. Every role at AWC contributes to our mission and works collaboratively towards shared conservation, safety and organisational outcomes.

AWC values:

AWC's work is guided by the following values. In pursuing our mission, we are:

- **Informed** – working together to acquire and apply evidence, knowledge and experience
- **Respectful** – demonstrating care, recognition and integrity
- **Accountable** – taking ownership of our actions and outcomes
- **Dedicated** – committed to delivering effective outcomes, with resilience and tenacity
- **Innovative** – applying creative thinking for effective solutions
- **Sustainable** – delivering long-term financial and ecological viability.

The delivery of AWC's mission is highly reliant on all AWC staff working collaboratively with each other under a model called *OneAWC*, defined as 'a cohesive, engaged, collaborative, high performing group guided by strong, effective leaders... who understand AWC's mission, vision and their role in contributing to the achievement of mission and vision, all connected and working towards a common purpose, guided by a set of shared values'.

The **Central region** comprises of ten sanctuaries or partnership sites located across the Northern Territory and South Australia. These properties: Pungalina, Wongalara, Bullo River, Newhaven and Ngalurrtju (NT), and Kalamurina, Buckaringa, Dakalanta, Yookamurra, and Western River Refuge (SA), span almost two million hectares and protect a diversity of threatened species and habitats. Each sanctuary has its own unique requirements for the management of fire, the control of invasive species, the restoration of ecosystems and the management of visitors. Additional new sanctuaries or project sites may be acquired under AWC 10-year strategy that has a focus on extending our conservation reach.

The Central region is made up of a team of permanent staff, several interns and research students, and draws on a range of casual staff and volunteers. Day-to-day operations are overseen by the

Operations/Sanctuary Managers, while science programs are led by the Regional Ecologist. The operations and science streams work together to design, implement and measure the effectiveness of land management strategies.

The Facilities Maintenance Officer is responsible for assisting with the building, renovation and maintenance of facilities associated with AWC's Central region's activities, including at Newhaven Wildlife Sanctuary and Ngalarurtju Aboriginal Land Trust.

Other key positions:

The Facilities Maintenance Officer reports to the Regional Operations Manager-Central and is required to work closely with staff across the Central South region, in particular:

- Operations/Sanctuary Managers - who run the day-to-day land management and operations of the areas AWC manage
- A team of ecologists, including the Regional Ecologist Central South, Wildlife Ecologists and Senior/Field Ecologists who implement the Central South conservation and science programs.
- Land Management Officers responsible for land management, asset and infrastructure for the Central South region.
- Administration & Operations Support Officer - who administers operations, finance, administration, buildings and logistics for the Central region.

Qualifications:

- Relevant trade/TAFE qualification is desirable. Plumbing/gas or electrical. Mechanical skills, construction skills, and metal fabrication skills also favourable. Experience, a good attitude and a track record of providing quality results in your work is important.

Licenses & Certificates:

1. Current *valid* manual drivers' licence, with experience operating agricultural machinery such as trucks, tractors, mowers and slashers. 4WD experience in difficult conditions is essential.
2. Medium-heavy rigid (MR) licence.
3. Current first aid certificate.
4. National police clearance certificate, or willingness to obtain.
5. Bushfire fighting training and experience (desirable).

Critical Competencies:

1. Demonstrated practical skills in relation to asset and infrastructure repair and maintenance including skills relevant to:
 - a. General infrastructure such as buildings, electrical, plumbing/septics and gas.
 - b. Implementation of an asset and infrastructure maintenance program. Including reviewing and revising annual maintenance schedules and programs.
 - c. Ability to use a wide range of plant and equipment and carry out routine mechanical repairs to:
 - ATVs, tractors etc.
 - Generators, pumps – experience with solar power systems highly regarded.
 - Power tools including chainsaws, welders, etc.
 - d. Maintaining supplies of essential services (i.e. waste disposal, water use and reticulation etc.).
 - e. The ability to carry out car tyre repairs and other minor mechanical vehicle repairs.
2. Experience operating agricultural machinery such as trucks and tractors.

3. Demonstrated planning and organisational skills, including an ability to prioritise and execute a large number of tasks in an efficient manner.
4. Ability to improvise and problem-solve, developing practical solutions with limited resources.
5. Thorough understanding and awareness of safety issues and a willingness to implement them – both relative to the hospitality/tourism industry, and in working in a remote location.
6. Willingness and ability to work as part of a small team or independently without supervision.
7. Flexibility in hours of work to meet operational requirements of the role and a natural desire to take ownership of your role.
8. Demonstrated competence in using standard business software packages, including Word, Excel and Outlook, as well as other systems and applications used for asset management, safety, human resources and finance.
9. Experience living and working in a remote environment, and a community driven lifestyle.
10. An interest in wildlife and environmental conservation.

Inherent requirements of the role:

The execution of tasks associated with the position may involve fieldwork in remote locations and can sometimes be away from an established field base, often in isolated locations working alone. The working environment will be predominantly outdoors and often in the extremes of weather – hot and wet and/or dry, especially when conducting fire and land management operations. The position can be physically and mentally demanding and may require walking and climbing over rough terrain, heavy muscular activity including lifting, carrying, pushing and pulling loads, bending, climbing and driving a variety of vehicles. In addition, the applicant will conduct periods of office work. The successful applicant must be physically and mentally capable of performing these activities in the locations required in order to carry out the inherent role responsibilities.

Responsibilities:

1. Key activities and responsibilities
• Working with the relevant Operations/Sanctuary Managers to restore buildings and facilities in the Central South region to be fit for purpose and liveable. • Organise and supervise AWC staff and external contactors as required. • Source quotes for materials and equipment and work within a designated budget. • Keep all workplace areas clean & tidy and manage the use of these areas by other staff, including ensuring all tools and equipment are returned clean and in working order after use. • Building activities include: ○ Carpentry ○ Welding ○ Plumbing/septics ○ Painting ○ Minor mechanical repairs including car tyre repairs • Record all maintenance activity and use and replacement of assets including fuel, equipment and maintenance supplies per the approved procedure.
2. Health, Safety and Risk Management
• Undertake relevant AWC safety inductions and training including: ○ Accessing the AWC intranet and locations of relevant company documentation.

○ Understanding AWC's policies and procedures and associated safety obligations to you, other staff and all visitors (guests, contractors, students, volunteers etc). ○ The location of the RFDS (Royal Flying Doctor Service) medical box and associated services and use. • Comply with the provisions of the approved Safety Management Plans, in particular: ○ Ensure the storage and use of hazardous materials and equipment is consistent with AWC procedures and accepted safety standards. ○ Ensure that you and anyone under your supervision has adequate training before using plant, equipment, tools and/or vehicles. This includes a safety induction. • Provide appropriate Project Risk Assessments (PRA) associated with anticipated work. • Report any incidents, accidents or near misses as per the approved AWC policies and procedures.
3. Ecological sustainability
Key activities and responsibilities: • Undertake activities in a manner consistent with the conservation values of AWC and promote a culture of ecological sustainability. • Ensure that all waste is minimised (i.e. recycle where possible). • Conduct yourself in an environmentally conscious and sustainable manner at all times.
4. Undertake other tasks as directed by the Regional Operations Manager
• Carry out other general land management duties. • Assist with fire control duties, including wildfire suppression and support activities. • Undertake other specified tasks as directed by the Regional Operations Manager- Central or delegate. • Comply with AWC policies and procedures including HSE, HR and finance. • Champion the AWC values and OneAWC approach.