

Role Description

Maintenance Operator



Department of
Primary Industries

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Department of Primary Industries / Infrastructure, Investment & Business Development / Research Services
Location	Various
Classification/Grade/Band	Operational Staff Grade 2
ANZSCO Code	312911
PCAT Code	1119192
Date of Approval	July 2021 (Updated from January 2020)
Agency Website	www.dpi.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

NSW Primary Industries, as Department of Primary Industries (DPI), supports the development of profitable primary industries that create a more prosperous NSW and contribute to a better environment through sustainable use of natural resources.

DPI Infrastructure, Investment & Business Development Branch is focused on maximising the Department's portfolio of commercial activities and infrastructure, as well as building new commercialisation pathways and opportunities for DPI, its people and projects by focusing on the Department's external interface with customers and communities, alignment of strategic priorities and investment and formation of strong business partnerships.

Primary purpose of the role

To service, repair and maintain Departmental plant, equipment, buildings and services used by the site's commercial farming and research operations.

Key accountabilities

- Maintain and repair plant and equipment, motor vehicles and machinery to support continuity of farming operations and research
- Maintain the pool and waste water treatment facility within regulations and standards
- Undertake general maintenance of campus buildings and services
- Order and purchase spare parts in a timely and cost-effective manner in accordance with Departmental policies and procedures

- Maintain a safe and tidy workshop and keep all tools and equipment in good working order, adhering to all Departmental WHS safe work methods and risk assessments
- Keep accurate up to date service records on designated plant and equipment

Key challenges

- Prioritising work schedules to meet service delivery timeframes
- Working in a safe manner and keeping risk levels low when working with heavy machinery and equipment
- Maintaining plant and equipment in safe and good working order and intervening where safety issues are identified, including tagging out unsafe equipment, and where possible before costly repairs are needed

Key relationships

Who	Why
Internal	
Maintenance Supervisor	<ul style="list-style-type: none"> • Provide information and consult on service and repair schedules
Operational Staff	<ul style="list-style-type: none"> • Demonstrate use of new farm equipment • Identify and discuss machinery maintenance and equipment repairs
Research and Technical Staff	<ul style="list-style-type: none"> • Discuss equipment selection and purchase
External	
Contractors and Tradesmen	<ul style="list-style-type: none"> • Engage and supervise contractors and tradesmen to complete defined duties
Suppliers	<ul style="list-style-type: none"> • Negotiate the purchase of workshop consumables and machinery spare parts at competitive prices

Role dimensions

Decision making

- Responsible for prioritising and completing plant and equipment maintenance programs in compliance in accordance with Departmental policies and procedures and WHS safe work methods
- Assist the maintenance supervisor to identify and supervise appropriately qualified tradesmen to carry out specialised repair work

Reporting line

Maintenance Supervisor

Direct reports

Nil

Budget/Expenditure





Nil

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Foundational	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Commit to Customer Service	Foundational	<ul style="list-style-type: none"> • Speak out against misconduct, illegal and inappropriate behaviour • Report apparent conflicts of interest • Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which meet customer requirements • Keep customers informed of progress and seek feedback to ensure their needs are met • Show respect, courtesy and fairness when interacting with customers
Results Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> • Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others health and safety • Escalate issues when these are identified
Business Enablers Project Management	Foundational	<ul style="list-style-type: none"> • Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules