

POSITION DESCRIPTION

OUR VISION

A world leader in delivering major venues, sport, entertainment and events.

OUR PURPOSE

To provide amazing experiences and opportunities through world class venues, enriching and connecting Queensland communities.

POSITION	Facilities Trades Assistant	POSITION NUMBER	4T001
REPORTS TO	Facilities Manager, SSC and Facilities and Operations Manager, QSAC	LOCATION	Sleeman Sports Complex (SSC) and Queensland Sport and Athletics Centre (QSAC)
EMPLOYMENT TYPE	Permanent, Full-Time	CLASSIFICATION LEVEL	TOO3
VACANCY REFERENCE NUMBER	SQ19.24	CLOSING DATE	Sunday, 12 May 2024
CONTACT INFORMATION	Name: Darryl Marien Position Title: Facilities Manager Phone: (07) 3131 9643 Email: Darryl.Marien@sleemansports.com.au		

THE POSITION

The Facilities Trades Assistant is responsible for assisting the Facilities teams in the general maintenance of SSC & QSAC, as required, in accordance with relevant safety legislation and SQ's policies and procedures.

WORK ENVIRONMENT

This position is based at both SSC and QSAC. This position reports to the Facilities Manager, SSC and the Facilities and Operations Manager, QSAC, and works closely with all QSAC and SSC staff, tenants, hirers and Stadiums Queensland's Asset and Facilities department.

This position may be required to work on weekends and at events, and may be required to be on-call outside of operating hours.



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ORGANISATIONAL ENVIRONMENT

SQ manages, operate and promotes the use of the State's major sports, recreation and leisure facilities. <http://www.stadiums.qld.gov.au/>

KEY ACCOUNTABILITIES

- The Facilities Trades Assistant position, under the direction of the Facilities Manager, SSC and the Facilities and Operations Manager, QSAC, assists in the day-to-day maintenance of the venue including tenanted areas.
- Undertake other maintenance works as directed. Works include, but are not limited to;
 - Easing and adjusting doors, door hardware maintenance and repairs
 - Stadium seating repairs
 - Replace damaged ceiling tiles, floor coverings and wall coverings
 - Repair/replace broken tiles
 - Assist with set up and break down of various functional areas for events
 - Undertake general maintenance and labouring duties as directed
- Execute all maintenance works in a timely and cost-effective manner and to a commercial quality standard.
- Provide support to the Facilities Manager, SSC and the Facilities and Operations Manager, QSAC in the planning and delivery of the venues' maintenance and capital works programs.
- Effective coordination and supervision of contractors to ensure all work is performed to the required standard and is compliant with Stadiums Queensland's Policies and Procedures and other relevant legislation and regulations.



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- Assist with the procurement of goods and services in accordance with relevant SQ's Policies and Procedures, including assisting in developing scopes of work, requesting and reviewing quotations, raising work orders and assisting with developing other procurement documentation as required.
- Undertake asset inspections on site including tenancies, catering outlets, amenities, grandstands (including seat checks and pre and post event checks as directed).
- Assist with the administration and management of the venues' assets including registering, transferring and disposal of assets, in accordance with relevant SQ Policies and Procedures.
- Ensure all work is undertaken in accordance with SQ policies and procedures, particularly in the areas of procurement, workplace health and safety, security management, equal employment opportunity, workplace harassment, bullying and discrimination

MANDATORY QUALIFICATION AND/OR EXPERIENCE

- Minimum of three (3) years' experience in a building maintenance role or building related industry.
- Drivers Licence – Manual

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential:

- First Aid Certificate (Annually updated)
- Good general building maintenance and trades skills including the ability to manage equipment and tools inventory and requirements.
- Ability to operate in a multi-skilled team.
- Good communication, interpersonal and client service skills.



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- Good time management and problem-solving skills.
- Ability to work independently and carry out duties under supervision.
- Ability to accurately complete administrative tasks.
- Sound knowledge and understanding of the Workplace Health and Safety Act and its application
- High work ethic, commitment to professional presentation, flexibility in the workplace and ethical practice

Desirable:

- Forklift Licence
- Multi-skilled Trades assistant experience (e.g. skilled in carpentry, joinery, metalwork, tiling, plaster, setting and sanding)



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OUR VALUES



Enthusiasm and passion:

We are an energetic and accountable team who work collaboratively as 'OneSQ', embracing diversity of experience and open communication.



Professional, commercial and accountable:

We are passionate and take ownership in delivering commercial results and great experiences for our customers. We strive for and deliver greatness, and celebrate individual and team achievements.



Customer-centric, innovative and agile:

We embrace change, encourage innovation and are solutions focussed. We are customer-centric and continuously and flexibly adapt to evolving needs and expectations.



Authentic, transparent and respected:

We are authentic and conduct our business with the highest standards of ethics, integrity and responsibility.



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ADDITIONAL INFORMATION

Some out of normal hours work and work on weekends may be required.

Whilst this position is currently located at QSAC and SSC, the successful applicant may be required to work from any of SQ's venues or offices.

Travel inter/intrastate may require some overnight stays away from the position's location.

This position description details the minimum skills required to perform the duties of this position. Other duties may be allocated, as required.

SQ employees are bound by the ethics principles, which are contained in the SQ's Code of Conduct and the terms and conditions of employment are detailed in the Employment Contract and associated legislation. All staff are expected to familiarise themselves with these.

All managers, supervisors and staff are expected to participate in and positively contribute to the sound corporate governance of SQ. This includes demonstrating a comprehensive appreciation of and commitment to the fundamental principles of corporate governance within which a statutory authority operates.

Managers and supervisors should lead by example in their understanding of and application to corporate governance activities of SQ, in accordance with appropriate legislative requirements, Board policy and established principles.

All successful appointees will be responsible and accountable to the extent of "Duty of Care" (Work Health and Safety Act 2011) and required to demonstrate occupational health and safety consciousness, and support and contribute towards risk management initiatives.

SQ employees are required to adhere to security procedures at all times, support and contribute the effectiveness of protective security measures through security awareness, vigilance and reporting.

Where a "Working with Children Check" (i.e. Blue Card) is required to be held for this position, the applicant is to provide evidence of either a valid Blue Card or be willing to make application for the card. Volunteers working in any capacity with children or young people, and paid employees who work in regulated employment (i.e. childcare), are required to hold a valid Blue Card before commencing work. For all other positions that require a Blue Card the applicant may commence in the position pending the receipt of a successful check.

Information submitted by an applicant for this position is subject to the Right to Information Act 2009 and the Information Privacy Act 2009.

Applications will remain current for a period of 12 months.

Your application should address your ability to meet the key accountabilities. SQ's "Additional Information for Applicants" will assist you in developing your application.

Applications should include a current Resume/Curriculum Vitae.



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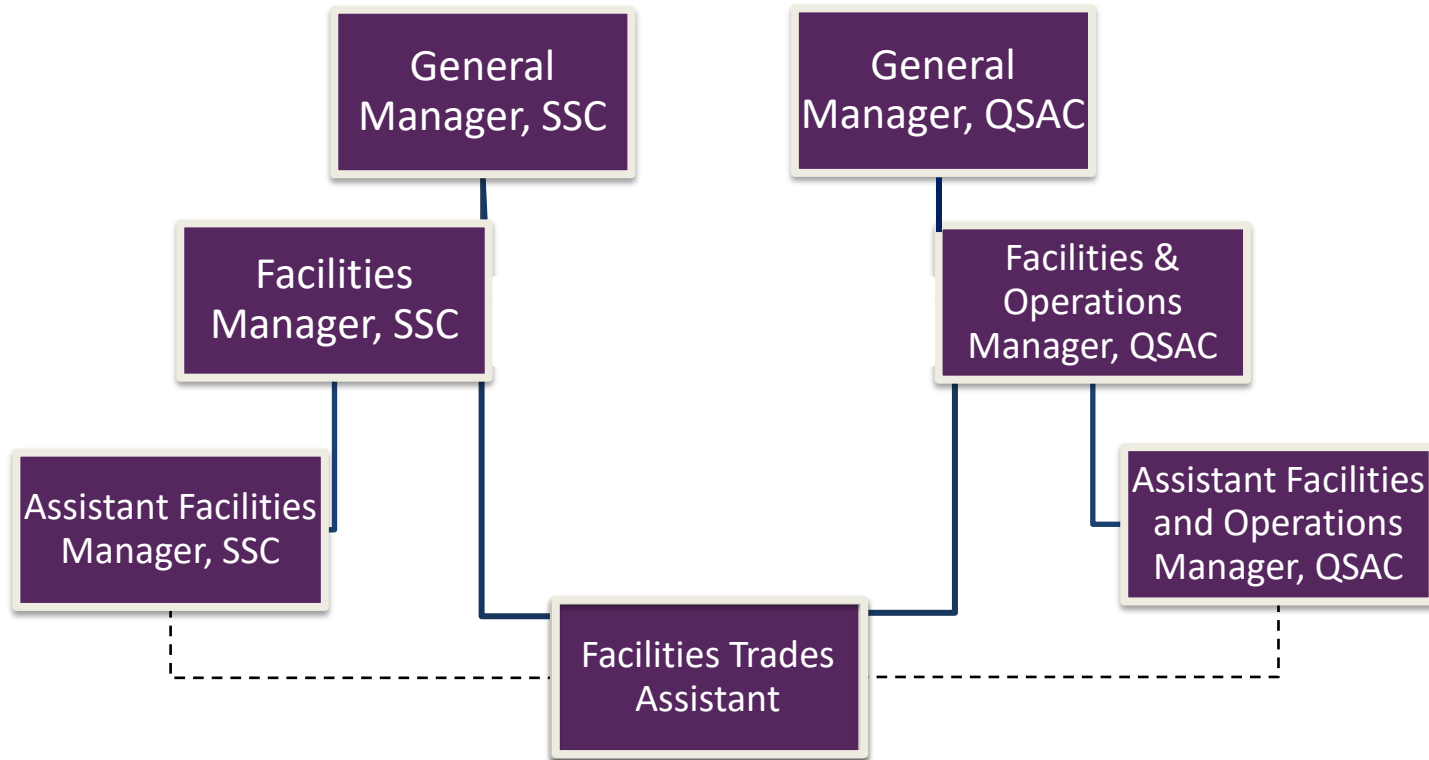
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ORGANISATIONAL STRUCTURE



[INSERT DATE]

