



Job & Person Specification

Job Title

Works Officer

Primary Location

Monarto

Division/Department

Property & Development

Uniform

Required

Classification

Outdoor

Remuneration

Commences Level 1 to Level 6B, dependent upon qualifications, skills and experience.

Special Conditions

As per RZSSA Collective Agreement, plus;

- May be required to work at any Zoos SA location.
- Required to work a 5 or 7 day roster (as per contract).
- Required to obtain and provide a National Police Certificate.
- Requested to obtain and maintain recommended Immunisations
- Required to retain relevant licences, qualifications and/or accreditations.
- A 6 month probationary period applies to all roles.
- Duties are performed under routine supervision leading to general direction dependent on experience.
- May be required to work evenings, weekends or public holidays, for which applicable penalties apply or Time Off in Lieu as negotiated.
- Required to undertake functional capacity test prior to employment.

Summary of Role

Under general supervision safely, efficiently and effectively carry out a range of duties in the Support Services area including cleaning, driving, handling, repairing, maintaining and assisting Trade personnel. This position will undertake other duties that are within the limits of the employee's skills, competence and training including entry-level carpentry, metal work, plumbing, etc.

Career Progression (dependent upon experience, qualification and performance)

Progression will be in line Career Progression listed in Schedule 6 of the Royal Zoological Society of South Australia Collective Agreement.

Zoos SA Core Values

Working together: We listen, consult and collaborate to bring out the best from our diversity, skills, experience, knowledge and resources.

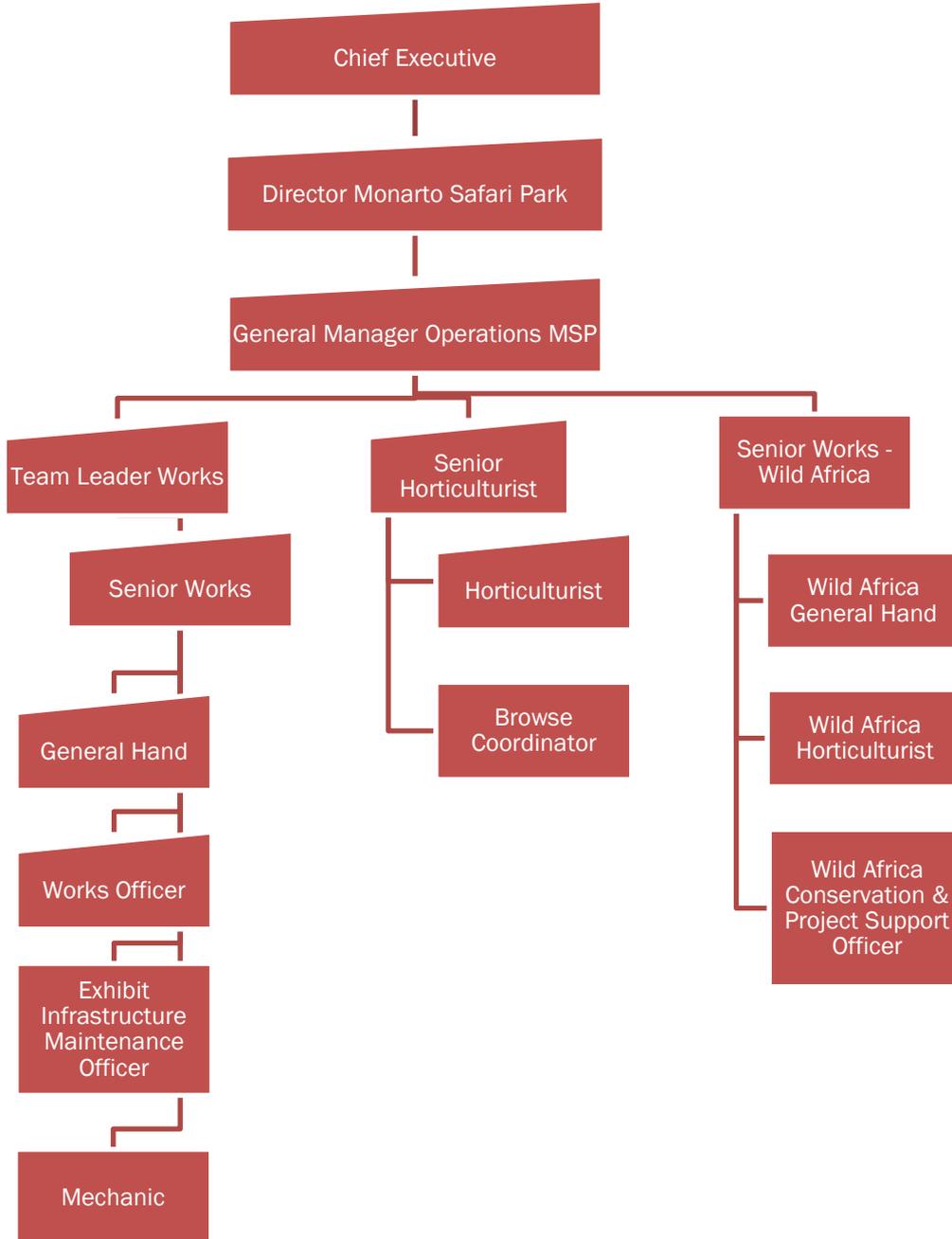
Innovating: We seek and share new, unique and resourceful ways to achieve our purpose while always learning and improving.

Leading with integrity: We are guided by the highest standards, lead by example and make evidence-based and transparent decisions.

Delivering purpose: We are passionate about delivering conservation outcomes and saving species. We impart this through respectful, positive and engaging experiences for both people and wildlife.



Reporting Lines





Skills and Measurement Criteria

Administration:

- Undertake routine administrative tasks and maintain all required records to an acceptable standard.
- Ensure timesheets and leave forms are completed to required standards.
- Knowledge of Standard Operating Procedures (SOPs) Policy and Procedure and the Collective Agreement.
- Maintain an awareness of the Organisational Strategic Plan including the Vision, Mission, Values and Goals.
- Ensure compliance with relevant legislation and codes of practice.

Measurement Criteria

- In line with Key Performance Indicator's established in the Performance Development Plan.

Education, Media & Public Relations

- Interact informally with the public on an ad hoc basis providing directions and information on Zoo activities, exhibits, facilities and animals.
- Highlight any potential media stories to line manager
- Assist with public relations activities as required

Measurement Criteria

- In line with Key Performance Indicator's established in the Performance Development Plan.

Exhibit Development & Maintenance

- Provide support through activities that deliver project milestones, including:
 - Fence construction
 - Animal handling facility construction
 - Road and track construction
 - Visitor experience development
 - Vegetation establishment/landscaping
- Assist with land management activities to ensure sustainable care of the property, including:
 - Pest and weed control
 - Revegetation and regeneration
 - Biological and soil surveys
 - Threatened species protection
 - Monitoring and data collection of all of the above
- Carry out routine cleaning, maintenance and operational checks on all infrastructure, vehicles and machinery of the project site
- Assist trades personnel with repair, construction, fabrication and demolition work
- General maintenance of infrastructure to ensure exhibits are structurally sound to contain animals in exhibit and holding areas
- Maintain roads and walking tracks
- Collect, transport and deliver items to and from the Zoo, including rubbish and waste materials.
- Clean items as required, including vehicles, drains, gutters, toilets, floors and equipment
- Operate forklifts, skid steers, tractors, loaders, excavators, 4WD vehicles and trucks where licensed and required
- Assist trades personnel with repair, construction, fabrication and demolition work.
- General maintenance of infrastructure to ensure exhibits are structurally sound to contain animals in exhibit and holding areas
- Carry out minor maintenance/new work duties with minimal supervision.
- Undertake basic maintenance of vehicles, plant and equipment, including fueling and checking tyre pressures.
- Maintain roads and pathways.
- Collect, transport and deliver items to and from the Safari Park, including rubbish and waste materials.
- Clean items as required, including vehicles, drains, gutters, toilets, floors and equipment.
- Maintain pushers, carts, wheelchairs and similar equipment.
- Erect and maintain signage, rubbish bins, furniture, fences and similar.
- Change light globes and tubes.



- Clean and maintain all relevant work areas including immediate areas around workshops.
- Identify and report maintenance defects
- Assist with pest and vermin control

Measurement Criteria

- In line with Key Performance Indicator's established in the Performance Development Plan.

People Management

- Maintain positive relationships with sponsors, external organisations, internal departments and individuals that contribute to delivery of activities
- Assist with providing guidance to Zoo staff, volunteers and work experience students.

Measurement Criteria

- In line with Key Performance Indicator's established in the Performance Development Plan.

Workplace Health & Safety

- Work consistently in accordance with established safety procedures to ensure animal security, personal safety, protection of coworkers and the public.
- Identify and report issues of safety to the People and Performance team and complete appropriate reports.
- Show care and consideration for coworkers.
- Assist in the coordination of emergency responses as required within area of responsibility.
- Assist in workplace health and safety management:-
 - ensure compliance with established health and safety policies and procedures
 - recognise potential safety hazards and formulate suggestions for corrective measures
 - implement safety training as required

Measurement Criteria

- In line with Key Performance Indicator's established in the Performance Development Plan.

Other duties

- Participate in training and development programs identified.
- Other duties as required

Person Skills: Essential & Desirable

Qualifications

Essential

- Car licence.

Desirable

- Completion of Year 12 or equivalent satisfactory to the Society.
 - Metal fabrication and welding qualification.
 - Working at Heights ticket.
 - Manual SA Driver's license.
 - Forklift and Tractor licenses.
 - Customer Service training.
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Skills

Essential

- Ability to arrange personal work routines and practices to make optimum use of time.
- Excellent numeracy and written and verbal communication skills.
- Must possess good customer relations skills.
- Ability to work consistently to established standards.
- Ability to work in extremely busy situations.
- Accurate and thorough, with an eye for detail.
- Actively be part of the team.

Desirable

- First Aid Skills and willingness to maintain a qualification.
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Experience/Knowledge

Essential

- Previous proven experience as General Hand or Trades Assistant
- Demonstrated high level of experience in maintenance techniques and practices.
- Demonstrate an understanding of the Aim and Objectives of the Society.
- Demonstrate an understanding and knowledge of customer service principles and the ability to apply them.
- Knowledge of Workplace Health and Safety (WHS) and the ability to apply those principles in the workplace.
- Demonstrated significant experience in trade related skills, management and WHS

Desirable

- Metal fabrication and welding skills within a facility management environment
- Experience using heavy machinery like excavators, dump trucks, loaders, etc
- Experience working on rural/farm/remote properties/sites.

Personal Qualities

Essential

- Excellent numeracy and written and able to keep accurate and detailed records.
- Excellent verbal communication skills, enthusiastic and able to maintain a pleasant disposition even when under pressure.
- Neat presentation
- Innovative and willing to try new ideas.
- Well-developed observational skills and attention to detail
- Commitment to the Goals & Values of the Society
- Awareness of the team goals and objectives and actively contributes to the achievement of these
- Ability to work consistently to established standards.
- Self-motivated and shows initiative.



Signoff

Occupant

I have noted the statement of duties, responsibilities and expectations as detailed in this document and I agree to undertake these duties to the standards expected and uphold the vision, mission, values and strategic objectives of Zoos SA.

Occupant Name: _____

Occupant Signature: _____

Date: ____ / ____ / ____

Manager

I hereby agree that I have reviewed the statement of duties, responsibilities and expectations as detailed in this document as a true reflection for this position.

Manager Name: _____

Manager Signature: _____

Date: ____ / ____ / ____

People & Performance

I hereby agree that I have reviewed the statement of duties, responsibilities and expectations, including the classification and remuneration range, as detailed in this document and confirm the format is correct.

People & Performance Name: _____

People & Performance Signature: _____

Date: ____ / ____ / ____