



Australian Government

Department of Education, Employment and Workplace Relations

NWP246B Inspect and maintain public facilities

Revision Number: 2

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Modification History

NWP246B Release 2: Layout adjusted. No changes to content.

NWP246B Release 1: Primary release.

Unit Descriptor

This unit of competency describes the outcomes required to inspect and perform or arrange, the cleaning and maintenance of public facilities, including the disposal of wastes at the facilities of water organisations.

Application of the Unit

This unit supports the attainment of skills and knowledge required for operational staff with specific responsibility for conducting general inspections and performing or arranging maintenance of a water organisation's public facilities at a designated site.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Inspect, plan and prepare work areas.	<p>1.1 Determine work site locations and boundaries and work requirements from instructions, inspection records, guidelines and specifications.</p> <p>1.2 <i>Inspect areas and facilities</i> and identify, control and report potential hazards following OHS and organisational guidelines.</p> <p>1.3 Select and check <i>equipment</i> to meet maintenance requirements of task and site.</p>
2 Perform or arrange maintenance of public facilities.	<p>2.1 Perform or arrange cleaning or maintenance of areas and facilities to meet <i>legislative and organisational requirements</i>.</p> <p>2.2 Order supplies as required.</p> <p>2.3 Store, handle and use chemicals and equipment appropriately and according to legislative and organisational requirements.</p> <p>2.4 Dispose of <i>wastes</i>, including dangerous materials, according to legislative and organisational requirements.</p>
3 Record and report on work.	<p>3.1 Check, maintain and store equipment, tools and materials according to manufacturer guidelines and organisational procedures.</p> <p>3.2 Restore work site to meet environmental and organisational requirements.</p> <p>3.3 Maintain workplace <i>records</i> as required.</p>

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- inspect and maintain public facilities
- use safety equipment and personal protective equipment
- store, transport, handle and use chemicals safely
- perform work-related calculations
- apply procedures and standards for maintenance of public facilities
- communicate with employees, customers and the public
- work effectively as part of a team
- give and receive instructions
- use literacy skills in regard to verbal and written communication in the workplace
- use hand tools and equipment

Required knowledge:

- environmental aspects of inspecting and maintaining public facilities
- use, storage, handling and transport of hazardous substances
- landscape and ground structure of work area
- risk factors and potential hazards of maintaining public facilities
- relevant material safety data sheets (MSDS)
- effects of weather and conditions on the use of disinfecting and cleaning products

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The candidate should demonstrate the ability to inspect and perform or arrange, the cleaning and maintenance of public facilities including:

- interpreting work instructions and inspect sites
- select appropriate equipment to maintain public facilities
- cleaning or arranging cleaning of public facilities
- maintaining or arranging the maintenance of public facilities
- replenishing supplies
- clearing and disposing of waste and debris safely
- restoring work site and store equipment
- completing relevant documentation

Context of and specific resources for assessment

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards and government regulations

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence only taken at the point when the assessor has complete confidence in the person's competence over time and in various contexts
- all assessment that is part of a structured learning

EVIDENCE GUIDE

experience must include a combination of direct, indirect and supplementary evidence

- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator and cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording, if used in the performance criteria, is detailed below. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Inspection may require:

- interaction and communication with other employees, other authorities and general public
- visual observation
- record keeping
- implementation of reporting procedures that may also include procedures for implementation of by-laws, organisational policies and statutory requirements

Areas and facilities to be monitored and maintained:

- will be dependent upon water organisation's infrastructure but may include areas such as dams, reservoirs and reserves
- may include a range of facilities, such as:
 - toilet facilities, including septic systems
 - barbeques and surrounds
 - public recreation areas, including seating and picnic areas
 - boat ramps
 - jetties
 - observation decks
 - walkways

Equipment used may include:

- hand and power tools
- motorised machinery
- on- and off-road vehicles
- small marine craft
- chemicals and mixers
- chemical spraying apparatus
- mixing equipment and storage areas
- appropriate personal protective equipment
- communication equipment

Legislative and organisational requirements may include:

- relevant federal and state or territory legislation and regulations
- codes of practice, associated standards and guidance material
- documented organisational policies, manuals and induction programs
- relevant community planning and development agreements, such as land care agreements

Wastes may include:

- hazardous waste, such as:
 - broken glass
 - syringes
- biological hazards, such as:
 - wastewater
 - excrement
 - dead animals
 - noxious weeds
- non-hazardous substances, such as:
 - paper
 - general household rubbish
- garden waste, such as:
 - lawn clippings
 - weeds
 - branches
 - soil

Records and reporting may include:

- records, such as:
 - manual or electronic data
 - copies of contractor permits to work, site inductions and OHS procedures
 - work orders
 - purchase orders
- reporting, such as:
 - verbal reports
 - paper-based reports
 - electronic reports

Unit Sector(s)

Not applicable.

Competency field

Common.