



POSITION DESCRIPTION

Title	Maintenance/Construction Planner
Award / Contract	Social, Community, Home Care & Disability Services Industry Award 2010
Position Status	Full time
Location / Base	PERTH CBD, Western Australia

PURPOSE OF POSITION

The Maintenance / Construction Planner is responsible to ensure maintenance activities are well coordinated and timely. The position is to price jobs, facilitate work runs, coordinate the maintenance activities on properties, equipment, works programs and supervision of contractors in the provision of these maintenance activities.

REPORTS TO

TITLE: General Manager
CLASSIFICATION: Regional Housing



Responsible to

TITLE: NCAMS Manager
CLASSIFICATION: NCAMS



Responsible to

Maintenance / Construction Planner

ACCOUNTABILITY

- Not Applicable

POSITIONS UNDER DIRECT RESPONSIBILITY

TITLE	NO. OF POSITIONS
Not Applicable	0

Key Responsibilities

DUTIES TO BE COMPLETED
General
<ul style="list-style-type: none"> Facilitating planning for prescribed maintenance and construction service and activities, in line with client obligations
<ul style="list-style-type: none"> Create, administer and lodge and confirm maintenance and construction requirements
<ul style="list-style-type: none"> Assist with the preparation and approvals of client works including variations and additional works
<ul style="list-style-type: none"> Liaising with Lands staff in order to verify the work is being actioned as per contract requirements
<ul style="list-style-type: none"> Liaise with lands staff, sub Contractors and clients to produce accurate costings and quotes works to be performed
<ul style="list-style-type: none"> Allocations of reactive and planned maintenance tasks, facilitating planning for prescribed maintenance, service and activities, in line with contract obligations
<ul style="list-style-type: none"> Participate in weekly team meetings and debrief Meetings
<ul style="list-style-type: none"> Ad-hoc administration duties as required
Finance
<ul style="list-style-type: none"> Adherence to the NCAC Delegation
Reporting Requirements
<ul style="list-style-type: none"> Reporting to client groups on a scheduled basis, providing updates on outstanding and progress of work orders
Collaboration
<ul style="list-style-type: none"> Identify and Implement new strategies to improve the way we work
Community
<ul style="list-style-type: none"> Demonstrate a willingness to work with community members
Decision Making
<ul style="list-style-type: none"> Information is acquired and documented appropriately
Engagement
<ul style="list-style-type: none"> Working to complete a job to a high standards
Inclusion
<ul style="list-style-type: none"> Ensure team members who are away are included and informed
Innovation
<ul style="list-style-type: none"> Identification and / or implementation of more efficient work. Process and procedures.

DUTIES TO BE COMPLETED

Safety, Health, Quality and Environment

- Any other duties as instructed to meet the requirements of the Ngaanyatjarra Services Safety, Health, Quality and Environment management system and associated documents to the level of competence this position requires and as instructed by the management team. This may take the form of verbal or written instruction. Associated documents may include, but not limited to, the following:
 - Contract of Employment
 - Annual business Plan
 - Corrective Action Register
 - Key Performance Indicators
 - Performance Review Form
 - Disciplinary documents

SPECIALISED EXPERIENCE REQUIRED

- General knowledge of maintenance and construction activities
- Experience working within a facilities/maintenance department

QUALIFICATIONS REQUIRED

- Trade qualifications – Electrical / Plumbing / Carpentry strongly desired

BEHAVIOURAL COMPETENCIES REQUIRED

- A strong desire to learn and grow in a dynamic team
- Sound communication, influencing and interpersonal skills
- Self-driven with strong initiative and a proactive and flexible attitude

GENERIC SKILLS REQUIRED

- Microsoft Suite (Excel, Outlook, MSWord)

MAJOR CHALLENGES OF THE POSITION

- Ability to adapt to either Maintenance or Construction Works

POSITION DESCRIPTION AUTHORISATION

Approved by:	Thomas Williams	Date:	24/08/2021
Endorsed by:	Andrea Gilmore Broderick	Date:	24/08/2021

As occupant I have read and agree to comply with the requirements of this document, the SHQE management system manual and all other relevant associated documents.

Employee Signature:		Date:	
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