

# Position Description

POSITION TITLE		Maintenance Officer			
REFERENCE/POSITION NUMBER		1465			
DEPARTMENT		Blue Haven			
ACCOUNTABLE TO		Maintenance Supervisor			
SUPERVISOR		Maintenance Supervisor			
DIRECTLY SUPERVISES		None			
INDIRECTLY SUPERVISES		None			
VOLUNTEERS SUPERVISED		None			
GRADE	CSE 2-3	STATUS	Permanent	TYPE	Part time
HOURS	37.5		LOCATION	Blue Haven Home	
MOBILE PHONE	Yes		LAPTOP	No	
VEHICLE		Operational use only			
LAST UPDATED		26/03/2024			

## OBJECTIVES

- To maintain Blue Haven Care Homes building, gardens and other property
- To manage the preventative, scheduled and daily maintenance of Blue Haven Care Home
- To participate as a positive team member at Blue Haven Care Home and Council
- To demonstrate the values of Blue Haven Care Home in all aspects of work and interactions.

## SELECTION CRITERIA

### ESSENTIAL

- Previous experience in building maintenance
- Class C Driver's Licence
- Experience with the use of mowers, whipper snippers and gardening equipment
- Basic knowledge of carpentry, plumbing and mechanical
- Basic knowledge of gardening/horticulture
- Knowledge of the safe handling of chemicals
- Excellent interpersonal skills with effective written documentation skills
- Excellent planning and organisational skills and the ability to work without supervision.

### DESIRABLE

- Trade qualification in either electrical, plumbing, mechanical or carpentry.

## ACCOUNTABILITIES

- Undertake and complete all duties as outlined in the maintenance register
- Ensure a high level of resident satisfaction through the timely and professional response to maintenance requests
- Maintain all chemicals on site as per legislative requirements
- Collect supplies from Councils Stores
- Assist with cleaning equipment in the kitchen and clinical areas
- Check all outdoor lighting as per scheduled maintenance
- Attend to outdoor garden maintenance including lawn mowing and garden tidy
- Keep all exterior windows and flyscreens clean and in working order
- Repair and maintain all equipment to ensure good working order
- Attend all staff meetings
- Participate as a positive member of the Blue Haven Care team
- Regularly check and sweep verandas
- Establish and maintain effective communication with all employees of Blue Haven Care
- Participate in team meetings and attend in-service meetings
- Follow WHS guidelines.

## CORPORATE RESPONSIBILITIES

All employees are required to adhere to and display council's corporate values:

- **RESPECT AND DIGNITY**
- **INTEGRITY**
- **INNOVATION**
- **TEAMWORK**
- **EXCELLENCE**

## WORK, HEALTH, AND SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY RESPONSIBILITIES

In addition to the overall corporate responsibilities listed above and the statements below, you are required to perform your duties in accordance with this Position Description, Council's Code of Conduct, policies, and procedures.

- **Work Health and Safety (WHS)**
- **Certificates of Competency / Licences**
- **Injury Management**
- **Risk Management**
- **Equal Employment Opportunity (EEO)**

DELEGATIONS	
<b>FINANCIAL DELEGATION:</b>	Nil
<b>RESPONSIBILITY DELEGATION:</b>	Act in accordance with Instrument of Delegation
<b>NO OF CONTRACTS MANAGED:</b>	None
<b>ANNUAL VALUE OF CONTRACTS MANAGED:</b>	None
<b>CONTROL AND MANAGEMENT OF EXPENDITURE PER ANNUM:</b>	No responsibility
<b>BUDGET DEVELOPMENT:</b>	None

CONDITIONS OF EMPLOYMENT		
AWARD/AGREEMENT	Local Government Aged, Disability and Home Care (State) Award	
POLICIES:	Employees are to comply with Council's Code of Conduct and Council policies at all times.	
PRE-EMPLOYMENT REQUIREMENTS:	<ul style="list-style-type: none"><li>Physical and mental capability to perform the inherent requirements of the position</li></ul>	
	<ul style="list-style-type: none"><li>Proof of ability to legally work in Australia</li></ul>	
	<ul style="list-style-type: none"><li>Pre-employment screening to Australian Standards in Employment Screening.</li></ul>	
	<ul style="list-style-type: none"><li>Criminal record check</li></ul>	Yes
	<ul style="list-style-type: none"><li>Pre-employment medical</li></ul>	Yes
	<ul style="list-style-type: none"><li>Working with children check</li></ul>	No

I have read the above position description for my role; I accept the responsibility for achieving the above duties and understand that I am accountable for their achievement.

**Employee Signature:**

**Date:**