

## POSITION DESCRIPTION

August 2010

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<b>Position Title:</b>	General Maintenance Person
<b>Reports To:</b>	Maintenance Manager
<b>Supervising:</b>	N/A
<b>Liases With:</b>	Program Managers and Co-ordinators
<b>Location:</b>	Ascot Vale 1/310 Mt Alexander Road, Ascot Vale  Eunice Seddon Home Potter Street Dandenong
<b>Classification:</b>	Wintringham EBA
<b>Hours:</b>	Full Time

### **Program Description:**

Wintringham owns, operates and maintains property, plant and equipment in which it has invested considerable resources. The maintenance of these assets is of prime importance to ensure the provision of a safe environment for residents, staff and visitors.

The maintenance department is charged with the responsibility of maintaining and enhancing Wintringham's assets to ensure that the organisation is able to continue to provide a safe and secure environment.

The objective of the position is to:

- Assist with the maintenance and repair of buildings, grounds and equipment at all sites operated by Wintringham in order to provide safe, secure and enjoyable environments for residents, staff and visitors.

### **Responsibilities/Duties:**

- To ensure confidentiality is maintained at all times.
- To complete tasks as directed in an efficient manner.



## POSITION DESCRIPTION

August 2010

- To report to the Maintenance Manager any maintenance work not able to be completed on time.
- To keep records of maintenance work carried out.
- To notify the Maintenance Manager of any equipment failure or potential hazards.
- To work within guidelines as set in the policy and procedure manuals at all times.
- To carry out all duties in a manner which respects the privacy and dignity of residents.
- To carry out other duties as directed by the Maintenance Manager from time to time.
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To carry out general handy-person maintenance duties that will include minor maintenance and repairs of buildings and equipment. This work will involve a variety of activities including painting, tiling, replacing lamps, carpentry, cleaning, appliance repairs etc.
- To remove rubbish from facilities.
- To check and repair roofs, gutters, pits and drains.
- To assist with relocation of resident furniture and belongings.
- You will be aware of relevant legislative standards and guidelines.
- To proactively assist with the maintenance of the quality management system and to accept responsibilities as defined in the relevant policies and procedures.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.

### **Health & Safety Responsibilities:**

As a Wintringham employee, you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.



## POSITION DESCRIPTION

August 2010

### Qualifications:

#### **Mandatory**

- Current Victorian motor vehicle driver's license.
- Participation in on-call roster.

### Experience/Skills:

#### **Desirable**

- Competent manual skills in the various building trades.
- Ability to work in a clean and uncluttered manner.
- Ability to plan tasks and time.
- Ability to use and maintain hand tools, power tools and garden equipment.
- Ability to work individually or as part of a team.
- Ability to work unsupervised.
- Ability to relate and liaise with contracted tradesman.
- Knowledge of basic building construction methods and building materials.
- Knowledge of building services and systems, and their operation.
- Knowledge of basic building standards.
- Knowledge of basic gardening techniques.
- General knowledge of the practices and procedures for the various building trades.
- Physically able to perform the required tasks.
- Possess clear verbal communication skills.
- Basic fluency in written and spoken English.
- Ability to work in a residential setting.
- Ability to maintain a courteous manner at all times.
- Non judgmental attitude toward residents.

*Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham.*

**Wintringham is an equal opportunity employer.**

**I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.**

EMPLOYEE'S NAME \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

