# Position Description

# Maintenance Officer Kensington Properties

**Vision Australia, supporting people who are blind or have low vision to live the life they choose.**

## Purpose of Position

The Maintenance Officer role in Kensington is a ‘hands on’ position that requires a person who enjoys variety of work, has initiative to identify things that need fixing/maintenance, and someone who completes all work in a safe and efficient manner and to a high standard.

Reporting to the Maintenance Manager, you will contribute to the overall maintenance and safe operations of multiple sites in Kensington ensuring user expectations are met.

Sites include the Kensington Client Services, Seeing Eye Dogs (SED) site in Barrett Street and three residential houses in Chelmsford Street which is used regularly by clients. The SED property is a 24-hour operating site which houses multiple dogs and puppies at any one time.

The specific duties of this role are varied, however include; general maintenance, general repairs, supporting onsite Contractors where required, cleaning (specifically related to SED activities and residential houses), set up and support for onsite events, and relief for the Maintenance Manager position whilst on leave.

The Maintenance Officer will be required to work closely with all stakeholders onsite including Staff, Volunteers, members of the Property team and Contractors.

## Context

## Vision Australia exists to support people who are blind or have low vision to live the life they choose. Vision Australia provides services to more than 32,000 clients from 28 Vision Australia sites in NSW, ACT, Queensland, WA and Victoria and 29 clinics as well as outreach services to the Northern Territory and Tasmania.

## Principal Responsibilities

* Assisting Maintenance Manager in identifying and managing operational and maintenance requirements across all sites, including the completion of general maintenance and repairs yourself (depending on nature of the job)
* Supporting the coordination of work with external contractors, including sourcing of quotations and supervision of works in accordance with Contractor scopes of works;
* Ensuring that works are carried out within agreed timeframes and according to priorities, to maintain daily operational running of the sites;
* Providing information to all staff volunteers and other onsite stakeholders regarding works that are being carried out that may affect their working environment or conditions;
* Cleaning of SED property staff area, lift, dog run areas, dog cleaning facilities outside of houses, prior to events and any other adhoc cleaning required (beyond the regularly cleaning contracted externally);
* Ensuring contract cleaners are carrying out duties as specified;
* Conducting daily building start up protocols related to mechanical and electrical systems;
* Assisting in the completion of WHS inductions for Visitors, Staff and Volunteers;
* Utilising systems to meet building security requirements, including lockup and opening procedures of all the properties;
* Participating in reviews of processes, services and system improvements relating to the built environment of the properties;
* Be the first response to “make-safe” plant and equipment failures where appropriate;
* Assisting in the management of events, including set up and support of facility layout;
* Participating in an on-call roster to respond to specialised facilities emergencies and unforeseen events outside of normal operating hours;
* Assisting in certification audits of all of the properties;
* Assist with annual compliance certification for the building and relevant services including legislations for Annual Fire Safety Statement (AFSS) and Council requirements;
* Maintain a high standard of safety at Vision Australia by following all safety procedures at all times and acting safely, not putting yourself or other people at risk by your actions or omissions.  Ensure that all work performed is in accordance with Vision Australia policies & procedures;
* Monitor and maintain accurate, up to date records in accordance with professional standards, Vision Australia policy and procedures and other relevant legislation;
* Other duties as required by the Maintenance Manager and/or Property Portfolio Manager.

## Essential Job Competencies

* Experience in hands on Facility and Maintenance roles;
* A background in carpentry (desired)
* Forklift licence (desired)
* Excellent self-management and time keeping skills
* Diligent in carrying out hands on, written and verbal instructions effectively
* Willingness to learn new skills
* Ability to meet the physical demands and requirements of this role
* Enjoyment of team work
* Ability to adapt readily to changes in work environment
* Ability to interact and work positively with colleagues, volunteers and clients
* Strong initiative to identify areas for continuous improvement

## Organisational Values

The expectation that we set is that our workforce understands and models our values and behaviours in everything they do 100% of the time.

* Person-Centred - We measure our success in terms of outcomes for our clients;
* Accountable - We hold ourselves responsible for what we do and don’t do;
* Collaborative - We work well together and with others to deliver the best possible outcomes;
* Commercially Focussed - We work efficiently and responsibly to sustain and grow our services and influence;
* Agile - We will adapt, learn and innovate to have a positive impact in a changing environment.

## Vision Australia environment

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check, a Working with Children Check and a NDIS Screening Check.

## Role Scope

**Reports to: Maintenance Manager SED**

Direct Report Staff: 0

In-Direct Report Staff: 0

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.

END