

Employment

Position Description

Position:	Facilities Maintenance Officer
Award:	<i>Lyndoch Living (Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2016-2020</i>
Classification:	Handyperson – Classification dependant on qualifications
Status:	As per Contract of Employment
Qualification:	Previous experience in joinery, carpentry, plumbing, electrical and/or experience in a similar maintenance role (desirable) and/or Formal trade qualifications in joinery, carpentry, plumbing, electrical (desirable). Electrical Test and Tag Certificate (desirable)

Position Objective(s)

To undertake general maintenance and gardening tasks in an efficient and effective manner to ensure a safe environment for all Lyndoch consumers and staff.

Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified.

One Team

We value and recognise individuality as a vital part of developing a unified voice.

Pride

We support pride and passion in our work and in doing so, we attract others who share our values.

Welcoming Workplace

We encourage warm, friendly and respectful interactions across all aspects of our service.

Yes Culture

We always start with 'yes' in every deliberation.

Customer Service

We ensure that customers feel engaged and valued in every interaction.

Innovation

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

Fun and Enjoyment

We recognise that fun and enjoyment are critical to success.

Social Purpose

Through the social conscience of our staff and consumers we actively engage with causes that impact our local community

Safety

We actively promote safety through the provision of innovative and high quality training, monitoring of risk, and compliance with OHS regulations

Key Responsibilities and Duties

- Perform basic maintenance work and repairs including:
 - building alterations and joinery work
 - equipment repairs such as shower chairs, bath chairs, wheelchairs and other small items of equipment and accessories.
 - Curtains and blinds
 - upholstery
 - concrete patching
 - floor and wall tile replacement
 - painting
 - installation of televisions and connecting of devices
 - perform other general work within scope of trade qualifications and/or experience
- Maintain May Noonan premises – including the lawns, garden and additional
- Demonstrated competency to safely use tools (including power tools) for various maintenance tasks.
- Demonstrated ability to work safely at heights eg ladder work.
- Escalate jobs to the Manager - Assets and Facilities Manager requiring the engagement of external contractors.
- Assist external contractors when onsite.
- Carry out all tasks in a safe manner ensuring the assigned workspace is kept tidy, clean and free from hazards at all times.
- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures.
- To undertake 'Regular Maintenance' of equipment as per the program maintenance schedule, as directed by the Manager - Assets and Facilities
- Respond to maintenance emergencies and participate in On Call / Recall work as required for unforeseen events.
- Any other duties to ensure a safe home environment for the Lyndoch consumers.

Organisational Relationships

- Reports to:** Manager – Assets and Facilities
- Supervises:** N/A
- Internal Contacts:** All staff, consumers, families
- External Contacts:** Members of the public, contractors, service providers, creditors

Specialist Knowledge and Skills

The following knowledge and skills are required to be utilized:

- Formal trade qualification or equivalent preferred but not essential
- Ability to complete assigned tasks as directed and within allocated timeframe
- Maintain own professional development that expands own level of professional competence.
- Ability to use a computer based maintenance system
- Basic computer skills including demonstrated ability to use email

Management Skills

The following management skills are required to be utilized:

- Ability to prioritise and complete tasks to an agreed time frame

Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Well-developed communication and interpersonal skills.
- Understanding & respect of the sensitivity and dignity required to work within peoples home.
- Ability to support a culture of good team spirit.
- Ability to appreciate and utilise knowledge and skills offered by colleagues and Manager.

General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures.
- Commitment to ensuring standards of excellence are established and maintained by actively supporting and implement practice in keeping with that Aged Care Standards and Accreditation Agency framework.
- Participate in relevant training to ensure continued professional development for the betterment of the organisation.
- Participate in annual performance appraisal.
- Respects diversity in values, customs and beliefs.

Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)	
Signature	Date

Authorised by: Chief Operations Officer
Date: September 2021