

Position Description



General Information	
Position title	Facilities Maintenance Officer
Enterprise Agreement / Modern Award	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification	As Per Enterprise Agreement
Status	As per Contract of Employment
Qualifications	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)
Primary Location	Warrnambool – This position may be required to work across organisational areas and locations dependent on operational requirements.
Reports to	Manager – Assets and Facilities
Direct Reports	Nil
Key Internal Contacts	All Lyndoch staff, consumers (residents), families
Key External Contacts	Members of the Public, Contractors, Suppliers, Health Professionals
Infection Control Risk	Category B - Indirect patient contact
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.	
Our Values	
Our Values represent how we conduct ourselves to support a positive workplace culture and achieve our strategic direction. Our Values are Respect, Care, Trust, Safety and Inclusion.	
Position Overview	
The Facilities Maintenance Officer undertakes general maintenance tasks in an efficient and effective manner to ensure a safe environment for all Lyndoch consumers and staff.	

Key Responsibilities and Key Performance Indicators (KPIs)	
Key Responsibilities	Key Performance Indicators (KPIs)
<p><u>Provide excellence in consumer/customer care</u></p> <ul style="list-style-type: none"> ➤ 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 ➤ Respond to maintenance emergencies and participate in On Call / Recall work as required for unforeseen events ➤ Maintain facility premises as needed including the lawn and garden ➤ Assist external contractors when onsite with projects as required ➤ Any other duties as required to ensure a safe home environment for the Lyndoch consumers 	<p>100% maintenance requests are actioned as delegated</p> <p>100% on call requests are attended and actioned efficiently</p>
<p><u>Ensure compliance with all relevant standards and legislation</u></p> <ul style="list-style-type: none"> ➤ Undertake 'Regular Maintenance' of equipment as per the program maintenance schedule and as directed by the Manager - Assets and Facilities 	<p>100% facilities maintenance is completed, recorded and submitted to relevant body as scheduled</p>
<p><u>Quality Improvement and Risk Management</u></p> <ul style="list-style-type: none"> ➤ Escalate jobs to the Manager - Assets and Facilities Manager requiring the engagement of external contractors ➤ Carry out all tasks in a safe manner ensuring the assigned workspace is kept tidy, clean and free from hazards at all times. 	<p>100% compliance with Infection Control processes</p> <p>100% of Incident Reports (Riskman) completed within 48 hours</p>
<p><u>Actively participate in professional development in order to deliver best practice</u></p> <ul style="list-style-type: none"> ➤ Complete annual education modules allocated by the organisation. ➤ Participate, as directed, in the employee Support and Growth Plan. 	<p>100% of education modules completed annually</p> <p>Support and Growth Plan in place</p>
<p><u>Occupational Health & Safety</u></p> <ul style="list-style-type: none"> ➤ Follow Lyndoch Living's Health and safety policies, procedure, workplace instructions and conduct of conduct ➤ Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions, whilst at work ➤ Co-operate with your Manager/Supervisor in respect to actions taken by Lyndoch Living to comply with the requirements to provide a workplace that is safe and without risks to health ➤ Correctly wear and maintain items of personal protective clothing and equipment that are provided ➤ Immediately report any incidents within the workplace to your Manager/Supervision ➤ Be familiar with and follow emergency procedures and directions ➤ Participate in health and safety training programs as required 	<p>Zero workplace injuries</p> <p>100% compliance with PPE requirements</p>

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<p>Organisational Values</p> <ul style="list-style-type: none"> ➤ All employees are expected to work in accordance with the organisational Values (Respect, Care, Trust, Safety, Inclusion) ➤ Contribute to creating a culture that values the contributions of employees, consumers and other stakeholders ➤ Role model the organisational Values 	<p>Resident satisfaction survey results</p> <p>Employee Engagement Survey Results</p>
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Key Selection Criteria		
Qualifications	➤ Formal trade qualifications in joinery, carpentry, plumbing, electrical	Essential
	➤ Electrical Test and Tag Certificate	Desirable
	➤ Valid Australian Driver`s License	Essential
	➤ Valid Forklift Licence	Desirable
Previous experience	➤ Demonstrated knowledge in joinery, carpentry, plumbing, electrical or in a similar maintenance role	Essential
Skills and knowledge	➤ Ability to use a computer-based maintenance system and computer literacy including demonstrated ability to use outlook	Essential
	➤ Understanding & respect of the sensitivity and dignity required to work within peoples home	Essential
	➤ Proven ability to complete assigned tasks as directed and within allocated timeframe	Essential
	➤ Well-developed communication interpersonal skills with an ability to work in a team environment or autonomously	Essential

Agreement	
<p>This position description is designed to reflect the inherent requirements and expectations of this position. The information and statements in this position description are intended to reflect a general overview of the responsibilities and not to be interpreted as being all-inclusive. Appointment to this position is conditional upon the successful candidate being fully able to perform the inherent requirements of this position.</p> <p>Section 41 of the <i>Workplace Injury Rehabilitation and Compensation Act</i> (as amended), requires disclosure to your employer of any pre-existing injuries or disease that you have suffered, or existing injuries or disease that you continue to suffer of, which you are aware and could reasonably be expected to foresee, and could be affected by the nature of the proposed employment referred to above.</p> <p>In relation to workers compensation, I understand that I may be ineligible to apply for WorkCover for any, reoccurrence, exacerbation, deterioration or aggravation to a pre-existing injury or disease.</p> <p>I acknowledge that failure to disclose the information or provide false and misleading information may dis-entitle me to compensation, pursuant to the <i>Workplace Injury Rehabilitation and Compensation Act 2013</i> (WorkCover) should I suffer any reoccurrence, aggravation, acerbation, exacerbation or deterioration of a pre-existing injury, illness or disease arising from employment with Lyndoch Living.</p> <p>I have read and understood the requirements and expectations outlined in this Position Description. I agree I have the physical and cognitive ability to fulfil the inherent requirements of the position and accept my role in fulfilling the requirements and expectations of this position.</p>	
Name (Please print):	
Signature:	Date:

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Authorisation – Version 1.0

Amendments: As approved In PD submitted.

Authorised by: Director of Corporate Services

Review and authorisation date: 07 / 02 / 2024