

PROPERTY AND MAINTENANCE JOB DESCRIPTION



Human Resources – Job Descriptions

Reports to Facility Manager	Service Support
Employee's Name	Date

<p>Main Purpose of the Job</p> <p>To ensure the facility and grounds are well maintained and well presented at all times. To provide ongoing maintenance in accordance with the annual maintenance plan and take responsibility for rectifying and maintaining all plant and buildings in a timely, effective and efficient manner, taking ownership of the general tidy and clean presentation of the facility building, including the management of any external contractors to achieve a high level of overall site presentation.</p>

Key Accountabilities	
Key Activities What is done	Key Result Areas The outcomes required
<p><u>Compliance/Safety</u></p> <ul style="list-style-type: none"> Carry out all duties as outlined in the annual Radius maintenance planner 	<ul style="list-style-type: none"> All chattels and property subject to regular testing and certification are checked, inspected and certified timely The facility is presented in a clean and well maintained manner Hot water temperature checks are undertaken monthly and temperatures in excess of 45 degrees are advised to the Facility Manager and corrective action taken to reduce to 45 degrees The maintenance plan requirements (per the allied services manual) are met and signed off
<ul style="list-style-type: none"> Accurate records are kept of all work undertaken as required by the Health and Disability Sector Standard and the Building Compliance Act. (as detailed in the annual maintenance planner and the building compliance manual) 	<ul style="list-style-type: none"> Internal and external audits undertaken show that the facility and the facility's maintenance records are fully compliant
<p><u>Supervision</u></p> <ul style="list-style-type: none"> Supervising external maintenance contractors 	<ul style="list-style-type: none"> Check contractors to ensure they conform to Health and Safety requirements Ensure maintenance is completed to approved Standards Organize quotes for repairs/maintenance and submit/discuss with Facility Manager to gain approval for work to be completed
<p><u>Maintenance</u></p> <ul style="list-style-type: none"> Providing an efficient "hands on" maintenance service 	<ul style="list-style-type: none"> Act promptly on internal maintenance requisitions performing the required service or work where capable or able or organizing appropriate qualified tradesperson or professional to undertake work Infection Control & Health & Safety policies observed Complete maintenance requisitions Maintain and update records Maintain site specific maintenance requirements

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<ul style="list-style-type: none"> Maintain all hand tools and power tools 	<ul style="list-style-type: none"> All tools are in good working order. Tools are stored safely
<ul style="list-style-type: none"> Store rooms and miscellaneous stocks are kept clean, tidy and sufficient stock is on hand to ensure uninterrupted service 	<ul style="list-style-type: none"> Timely ordering of supplies Neatly storing all arrived orders
<p>Miscellaneous</p> <ul style="list-style-type: none"> Undertake all reasonable requests by the Facility Manager to ensure smooth operations of site 	<ul style="list-style-type: none"> All reasonable requests are undertaken and completed to a high standard. This may include, but is not limited to moving furniture and miscellaneous items from time to time The person in this role is a representative for the facility and its presentation. Particularly important is that the Company uniform is worn in its entirety at all times. A name badge showing the title of "Maintenance / Site Presentation" should be worn at all times

Key Relationships		
External	Internal	Committees/Groups
<ul style="list-style-type: none"> Preferred Contractors Preferred Suppliers 	<ul style="list-style-type: none"> Facility Manager Staff Residents 	<ul style="list-style-type: none"> Health & Safety Service Meetings Infection Control Committee

Dimensions and Authorities	
Budget:	
Expenditure Budgeted:	\$100 max without authorisation
Expenditure Unbudgeted:	

Qualifications, Experience, Skills and Attributes
<p>Qualifications, Experience and Specific Skills and Attributes</p> <ul style="list-style-type: none"> Trade certificate - preferable <p>and or:</p> <ul style="list-style-type: none"> Demonstrate an ability in minor carpentry, painting and redecorating Ability to work unsupervised and adopt a systematic approach Current driver's license Demonstrate a high level of attention to detail
<p>Core Skills</p> <ul style="list-style-type: none"> Client Focus - "can do" attitude Teamwork and Communication Excellence and Improvement High Personal Standards and presentation Health and Safety

Signed Employee:.....

Date:.....

Signed Manager:

Date:.....

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