



POSITION DESCRIPTION

General Maintenance Assistant

Division: Garden & Maintenance

Reporting to: Maintenance Manager

Employment: Full time (38 hours per week)

Remuneration Package Range: \$90k - \$110k per annum inclusive of all benefits and superannuation.

Primary Objectives

The Organisation:

Sunraysia Residential Services Inc. (SRS) is a not-for-profit community organisation providing aged care and disability support for over 50 years. Our core services are to provide supports in-home, assistance with accessing the community, capacity building day programs and providing award winning accommodation for a short or long-term basis.

The Role:

The General Maintenance Assistant position is responsible for maintaining the presentation of existing Buildings and Yearly Maintenance Schedules. The upkeep is pivotal in maintaining a professional image and providing a safe and welcoming environment. The Role is responsible for maintaining all buildings of SRS owned properties and customers of SRS requesting repairs and maintenance.

Position Purpose:

The General Maintenance Assistant will join the maintenance team to complete repairs and maintenance and assist with the renovations and extensions to existing buildings plus assisting other trades with renovations when required.

Key Selection Criteria

1. Reliable and proven capacity to work independently with minimal direction/support;
2. Demonstrated ability to manage ad-hoc tasks in addition to pre-planned duties;
3. Experience in Maintenance;
4. Demonstrated commitment to WH&S and maintaining safety and welfare of others;
5. Basic computer skills



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	6. Trade qualification or experience in building and construction; paving; tiling or painting 7. Ability to exercise discretion with attention to detail; 8. Well-developed positive communication skills.
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Specific Accountabilities	<u>Responsibilities & Duties</u> • Work with team members to complete allocated jobs to a high standard. • Work with the Maintenance Manager to establish and implement daily schedules, and allocating resources and equipment. • Undertake required safety checks on buildings and report any necessary repairs to the OHS and Maintenance Managers, undertake routine maintenance. • Assist team members to locate and move equipment and load vehicles. • Consider the requirements of the designated job to plan completion and use of equipment/resources to maximise efficiency. • Complete daily written reports as required. <u>Maintenance</u> • Use of powered equipment. (Power tools and associated equipment). • Loading and unloading equipment from trailer and vehicle. • Vehicle reversing and travelling between property sites. • Routine building maintenance and servicing. • Report any higher-level maintenance concerns. <u>Administration</u> • SRS is a paperless organisation and all administrative work processes are completed via email or IT systems. • When required, obtain quotes for Manager approval on repairs and maintenance jobs. • Regularly check SRS systems and emails for updates and important messages. • Complete work within set timeframes and budget. • Advise the Maintenance Manager within 24 hours if unable to complete a scheduled job, or if there will be a delay with completing the task.
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	<u>Work Health and Safety</u> • Provide inspection and maintenance of equipment and records as required. • Personally, follow and ensure that team members follow safe working procedures including: ○ Wearing of protective clothing/eye wear; ○ Sun protection; ○ Safe set up and operation of equipment; ○ Safe loading/handling of equipment. • Attend staff training in Work Health and Safety and relevant specific work practices. • Report all hazards and injuries to the OHS Manager promptly and via the appropriate system.
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Conditions of Employment	<u>Qualification/Experience</u> • Significant knowledge and experience in general maintenance and or skills in tiling, paving, painting or renovations. <u>Employment Conditions</u> The terms and conditions of employment at SRS are in accordance with the Employment Agreement and SRS policies and procedures. • Probationary Period - The first three (3) months of your employment is a probationary period. A Qualifying Period of six (6) months applies to your employment. After the 3-month probationary period is completed, one weeks' notice is required by either party upon termination in the final 3 months of the qualifying period. • Victorian Working with Children Check – All appointments are subject to a clear Working with Children Check. The appointee is required to provide details of the Working with Children Check to Human Resources. • NDIS Worker Screening Clearance (if engaging in a Risk Assessed Role) – NDIS Worker Screening clearance includes Police Record Check, • Police Record Check – ONLY if NDIS Worker Screening Check is not needed for the role. • Disqualified Carer Checks – Victoria Carer Register (ONLY for staff who are supporting Children UNDER 18 YEARS funded through DFFH – Victoria); • Current Driver's License,
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	• Two (2) Professional References, • Smoke free environment – All SRS sites/properties are a smoke free environment. If you smoke you must organise unpaid breaks and adhere to the SRS policy. • Qualifications - The successful applicant will be required to substantiate formal qualifications. • Remuneration - is according to an Individual Contract with Salary Packaging included. • Training - All employees are required to undertake training as deemed by Managers that is appropriate to their position, responsibilities and needs, • Fundraising – Fundraising is an integral function at SRS. All staff is required to assist and be actively involved in volunteer events and functions and lead by example at all times, • Hours and Place of Employment – Sunraysia area with hours flexible to suit the allocated jobs
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