

POSITION DESCRIPTION	
POSITION TITLE:	Maintenance Officer
REPORTS TO:	Corporate Services Manager
BUSINESS UNIT:	Corporate Services
LOCATION:	The role will be based from 50 Rae Street, Colac.
INCUMBENT:	
DATE APPROVED:	5-Nov-2020

PRIMARY PURPOSE
The primary purpose of this role is to provide asset maintenance services to all of SkillsConnection properties and grounds, both owned and rented as well as maintenance to all other assets including vehicles. To be completed in a manner that ensures all assets are in a continued safe and fully operational state for use by staff and participants.

REPORTING RELATIONSHIPS	
Reports to:	Corporate Services
Business unit structure:	As per the SkillsConnection Organisation Chart

ROLE SPECIFIC REQUIREMENTS
<p>This role has the following specific requirements that must to be met:-</p> <ul style="list-style-type: none"> • Drivers Licence • Police / CrimCheck • Disability Workers Exclusion Scheme • Completion of Orientation Module 'Quality, Safety & You'

SKILLSCONNECTION CODE OF CONDUCT	
KEY BEHAVIOURS	KEY BEHAVIOURAL INDICATORS
We will abide by the NDIS Code of Conduct	<ul style="list-style-type: none"> • Act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions. • Respect the privacy of people with disability. • Provide supports and services in a safe and competent manner with care and skill. • Act with integrity, honesty and transparency. • Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability. • Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of people with disability. • Take all reasonable steps to prevent and respond to sexual misconduct.
We treat people with respect	<ul style="list-style-type: none"> • Maintaining a safe and fair work environment. • Treating everyone with respect, regardless of their role or individual differences. • Valuing our colleagues and their personal commitment to delivering quality outcomes. • Encouraging co-operation and personal development in all who work with us. • Understanding and responding to the needs of our clients and other stakeholders.
We are honest and transparent in all we do	<ul style="list-style-type: none"> • Being open and fair. • Refusing to participate in misleading or deceptive practices. • Avoiding conflicts between our work for SkillsConnection and our other interests. • Refusing any inducement for preferential treatment.
We are accountable for all our actions and their consequences	<ul style="list-style-type: none"> • Taking personal responsibility for what we do. • Setting a personal example of accountability and pro-actively assisting others to do the same.
We use our resources safely and responsibly	<ul style="list-style-type: none"> • Using SkillsConnection's property and resources only as authorised. • Complying with safe operating procedures at all times. • Setting a personal example of safe behaviour and pro-actively assisting others to do the same. • Not disclosing confidential information without authorisation.
We abide by the law and act accordingly	<ul style="list-style-type: none"> • Ensuring compliance with law, custom and business practice wherever we operate, without compromising our code of conduct. • Reporting immediately any known breach of law, custom or business practice.
We recognise the diversity, capability and potential of our community	<ul style="list-style-type: none"> • Acknowledging individual needs and aspirations • Working to facilitate achievement of potential. • Providing an inclusive, non-discriminatory environment.

KEY RESULT AREA	RESPONSIBILITY	KEY PERFORMANCE INDICATORS
OH&S	Ensure a safe working environment	<p>Contribute to safety performance by:</p> <ul style="list-style-type: none"> • Complying with all legal, regulatory and SkillsConnection responsibilities and procedures. • Actively participating in staff safety training sessions and staff meetings. • Reporting all OH&S issues in a timely manner.
Service Delivery	Ensure consistent standard of work	<p>Maintain assets by:</p> <ul style="list-style-type: none"> • Regularly maintaining all facilities, offices, buildings, ablution areas and/or grounds. • Ordering consumables as required. • Using issued equipment appropriately. • Maintaining issued equipment in a fit-for-purpose condition.
Quality	Maintain standards and promote improvement	<p>Contribute to the quality of organisational processes by:</p> <ul style="list-style-type: none"> • Applying SkillsConnection quality standards. • Seeking and acting on feedback on service provision. • Identifying & implementing opportunities for improvement.
Teamwork	Work effectively as part of a group	<p>Contribute to teamwork by:</p> <ul style="list-style-type: none"> • Fulfilling all personal responsibilities in an appropriate and timely manner. • Working and collaborating across functional barriers. • Supporting the work and efforts of others.
Communication	Contribute and share information	<p>Contribute to productive communication by:</p> <ul style="list-style-type: none"> • Maintaining proactive and regular communication with managers and staff across the SkillsConnection team. • Maintaining appropriate contact with organisational clients, contractors and suppliers.

CORE TASKS

- Mowing, line trimming and weed control of all SkillsConnection Properties
- Repairs to properties and grounds as required including but not limited to:
 - Tree and branch removal & tree maintenance
 - Rubbish Clearing & Removal
 - Gutter Cleaning
 - Pressure washing
 - Window cleaning
 - Minor demolition for projects
 - Minor Painting
 - Carpentry & Joinery repairs
 - Gardening
 - Air conditioner maintenance / filter cleaning
 - Industrial cleaning when required
 - Vehicle cleaning when required
- Minor repairs to motor vehicles including buses where repairs are not required to be completed by a mechanic
- Assisting in the completion of monthly vehicle safety checks where required and to backfill in this role when required
- Working with management on major project work
- Working with Jiffy Services on major commercial projects or backfilling in Jiffy to allow normal operations to continue when staff are away. Jiffy duties may include:
 - Vehicle detailing
 - Commercial/Domestic Cleaning
 - Commercial/Domestic garden maintenance
- Any other maintenance work identified during the course of business
- Test and tag if deemed necessary (training would be provided)

SkillsConnections Properties (Asset Maintenance) that fall under this role include:

- Rae St – Corporate Office
- Pound Rd – Day programme hub
- Showgrounds – Food-A-Roma kitchen
- Dennis Street – Jiffy Services
- Donaldson St – Laundry and Zen House Sensory
- Murray St – Studio 92 Gallery

POSITION PARAMETERS
KNOWLEDGE
<ul style="list-style-type: none"> • Knowledge of asset maintenance practices and requirements • Knowledge of OH&S requirements and procedures • Demonstrated understanding of the importance of confidentiality • Understanding of principles of pro-active and responsive customer service • Trade related qualification would be well regarded
SKILLS
<ul style="list-style-type: none"> • Good communication skills • Ability to interact with people at all levels • Attention to detail and accuracy • Proficiency in asset management activities and processes
EXPERIENCE
<ul style="list-style-type: none"> • Previous experience in provision of asset maintenance services
LICENCES & QUALIFICATIONS
<p>Essential</p> <ul style="list-style-type: none"> • Current Manual Victorian driver’s licence <p>Desirable</p> <ul style="list-style-type: none"> • Chainsaw operate and maintain certificate • Working with heights certificate • Chemical user certificate • Heavy Rigid drivers licence
OTHER
<ul style="list-style-type: none"> • Professional, independent and motivated • Adaptable and flexible • Team-focused and a team player • Inclusive and welcoming of diversity • Capacity to balance competing requirements and/or demands