

Position Description – Maintenance Assistant

Position Title:	Maintenance Assistant
Report To:	Maintenance Manager – Mayflower Group (MM)
Supervising:	Nil
Liaises With:	Site Manager – Reservoir and Macleod (SMR)
Location:	56 Elliot St Reservoir and Broadford Crescent Macleod
Classification:	Individual Employment Contract
Hours:	Part-Time 22.8 Hours (3 Days p.w.)

Program Description:

Mayflower owns, operates and maintains property, plant and equipment in which it has invested considerable resources. The maintenance of these assets is of vital importance so as to ensure the provision of a safe environment for residents, staff and visitors. The maintenance department is charged with the responsibility of maintaining and enhancing Mayflower's assets so as to ensure that the organisation is able to continue to provide a safe and secure environment.

The objectives of the position are to:

- Be responsible for the maintenance of buildings, plant equipment and gardens at the Reservoir and Macleod sites operated by Mayflower.
- Maintain a safe and secure environment for residents, staff and visitors.
- Provide support for all staff employed in the maintenance department of Mayflower group.
- Participate in the planning, implementation and evaluation of ongoing maintenance program system.
- Complete relevant maintenance documentation for each building and duty undertaken.
- Maintain expenditure within budgetary guidelines.
- Ensure that all maintenance is carried out in accordance with the relevant legislative and regulatory requirements.

Responsibilities/Duties:

- To ensure confidentiality is maintained at all times.
- To maintain all buildings and grounds owned by Mayflower in the best possible order, this includes both routine and ad hoc maintenance.
- To maintain equipment necessary to complete tasks, including maintenance of an asset register.
- To follow maintenance policies and procedures of Mayflower Group.

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- To ensure compliance with certification and other building regulations, through the maintenance of an essential services manual.
- In line with maintenance programs to ensure that cyclical maintenance to equipment is carried out.
- To store all equipment and supplies in a safe manner and ensure toxic chemicals are kept to a minimum.
- To inform the Maintenance Manager immediately of any maintenance issues relating to insurance claims.
- To maintain current facility operating manuals and maintenance records.
- Contribute to building development proposals that Mayflower initiates.
- Duties as directed by the SMR, MM, CEO, CFO or COO from time to time.
- You will be aware of relevant legislative standards and guidelines.
- To pursue ongoing development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities.
- To proactively assist with the maintenance of the Continuous Improvement System and to accept responsibilities as defined in the relevant policies and procedures.
- Practice open communication and pro-actively participate in problem solving where issues or areas of disagreement arise, as per the Open Communication Policy found in the Leadership and Management Manual.
- Participate in an on-call roster if requested.

Health & Safety Responsibilities

As a Mayflower employee you have the following responsibilities under the OHS Act 2004 to:

- Take reasonable care to ensure your own safety
- Not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.

Experience/Skills:

Desirable

- Trade Certificate
- Building Trade Experience
- Competent manual skills in the various building trades.
- Ability to plan tasks and time and work unsupervised.
- Ability to use computer and a good understanding of Microsoft products.
- Ability to relate with, and liaise with, contracted tradesman.
- Knowledge of basic building construction methods and building materials.
- Knowledge of building services, systems, and their operation.
- Possess clear verbal communication skills.
- Ability to work in a residential setting.

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- Non judgmental attitude toward residents.

Appointment is subject to a satisfactory police records check prior to commencing unless the applicant is already a staff member who is currently employed with Mayflower Group.

This position may, after due consultation, be revised and amended from time to time in accordance with the needs of Mayflower Group.

I have read, understood and accept the above position description:

Name: _____

Signed: _____

Date: _____