

Position Description | Maintenance Officer

Position Title:	Maintenance Officer
Department/ Division:	Assets and Property
Reports To:	Assets and Property Manager
Direct Reports:	N/A
Industrial Instrument:	Southern Cross Care (Tasmania) Inc. Enterprise Agreement
Pay Classification:	Aged Care Employee Band 4

Position Summary

The purpose of the Maintenance Officer is to carry out a range of general maintenance and light construction activities under the direction of the Facility Manager and the Assets and Property Manager.

Key Responsibilities

Maintain building stock and manage building services

- Provide routine minor repairs to building facilities, plant, tools and equipment, reporting repair requirements where contractor attention is required
- Undertaking light construction and associated duties in accordance with incumbent's knowledge and skill
- Liaising with and overseeing contractors to ensure servicing and repair work is carried out to an acceptable standard
- Adhering to preventive maintenance schedules
- Carrying out maintenance requirements as requested
- Maintaining and effectively fulfilling record keeping and administrative procedures including the regular use of the organisation's asset management software
- Undertaking training for the development of skills in general maintenance
- Providing specialist knowledge and assistance when required
- Performing other duties as directed or required

Provide assistance to other staff by:

- Collecting and delivering goods, supplies and equipment as required
- Assisting staff and consumers with the movement of heavy articles, plant and equipment or furniture

Ensure work practices are continually improved and comply with the Aged Care Standards and Aged Care Act by:

- Reporting and documenting all issues/concerns/matters in accordance with Southern Cross Care organisational policies and procedures;
- Identifying issues affecting care or the environment and working to rectify them using Southern Cross Care continuous improvement systems;
- Identifying issues and/or opportunities for improvement in the care delivery environment by using the continuous improvement system.

Maintain professional relationships by:

- Engaging with stakeholders in a respectful, friendly, positive and cooperative manner;
- Maintaining confidentiality in accordance with SCC policy;
- Working in a collaborative manner as a member of a team to support the interests of the organization;
- Regulating personal behavior, comprehending organisational structure and culture and acting appropriately in the execution of all duties;
- Disclosing promptly to the Manager any personal relationships that may conflict with SCC Code of Conduct and/or Professional Boundaries Guidelines.




Aspire to achieve a standard of excellence by:

- Ensuring work practices, behaviour and interactions are consistent with the mission and values of Southern Cross Care (Tasmania) Inc;
- Displaying respect, empathy and understanding at all times;
- Organising time and workload to maximise productivity and service delivery within a specified time frame;
- Ensuring continual personal self and professional development to maintain current workplace best practice knowledge and skills;
- Attending relevant education and training programs;
- Actively participating in the performance appraisal process.

Key Performance Indicators

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- Completion of maintenance tasks within allocated timeframes.
 - Completion and maintenance of records to meet organisational and statutory requirements.
 - Maintenance of professional relationships with colleagues and with SCC customers in accordance with SCC codes of conduct.
 - Minor repairs to building facilities, plant, tools and equipment are completed in established timeframes.
 - Preventive maintenance schedules are maintained.

Southern Cross Care Values

 <p>Compassion</p>	<ul style="list-style-type: none"> ▪ We respond willingly and positively to help meet the needs of those around us. ▪ We promote a sense of belonging and community. ▪ We demonstrate and foster empathy and sensitivity towards residents, clients, their families, our colleagues, and the whole community.
 <p>Integrity</p>	<ul style="list-style-type: none"> ▪ We look for the good in all people and recognize the contribution of each individual as we work together. ▪ We demonstrate honesty and trustworthiness in all that we do. ▪ We are conscientious and ethical in our decision making and take responsibility for our own actions.
 <p>Respect</p>	<ul style="list-style-type: none"> ▪ We believe in the sanctity of life and that each life is unique and has special individual worth and dignity. ▪ We recognise and respect individuality and diversity. ▪ We treat all people with courtesy and respect regardless of gender, ethnic background, religious belief, or economic circumstances. ▪ We manage our resources wisely to minimize the impact on the environment.

Selection Criteria

Essential	Special Employment Conditions
<ul style="list-style-type: none"> ▪ Sound written and verbal communication skills. ▪ Experience in general maintenance and light construction duties or demonstrated equivalent level of competence. ▪ Time management and organisational skills necessary for performance at the required standard. ▪ Familiarity with the use of basic IT software (email, Word) and willingness to learn new asset management software program ▪ An interest in light construction activities. ▪ Good physical health. 	<ul style="list-style-type: none"> ▪ Required to provide a satisfactory National Criminal History Record (Police Check) that is not more than three years old on employment and that complies with the requirements of the Aged Care Act 1997 prior to commencement of employment ▪ Must hold a valid registration to work with vulnerable people with a NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and SCC Safety Screening Policy. ▪ Required to sign the organisation's Confidentiality Agreement ▪ All SCC employees, volunteers, and contractors must hold a valid registration to work with vulnerable people with an

<ul style="list-style-type: none"> ▪ Significant level of discretion. ▪ Current unrestricted drivers licence. 	NDIS endorsement as this is a condition of registration for all NDIS providers under the NDIS Act 2013 and SCC Safety Screening Policy.
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Work Health and Safety Requirements and Continuous Improvement

Maintain a safe working environment and adopt safe work practices by:

- Ensuring awareness and prompt identification of WH&S risks and hazards.
- Maintaining a safe environment for all staff and care recipients.
- Reporting, rectifying (where possible) and documentation of incidents, risks and hazards that come to your attention in accordance with Southern Cross Care (Tasmania) Inc's WH&S Policy.
- Ensuring an awareness of and the implementation of correct fire and security safety procedures, and participation in fire and security drills as required.
- Ensuring personal work practices comply with the organisation's workplace health and safety policies and procedures.
- Ensuring all staff members perform safe manual handling practices.
- Recognition and responding appropriately to unsafe or unprofessional practices.
- The role of Fire Warden for assigned areas is attached to this position. Ensure full awareness of the responsibilities and requirements of this role.
- Ensuring that all equipment and supplies are used appropriately to complete duties efficiently and economically so as to minimise wastage and/or abuse.
- Practice appropriate infection control procedures.
- Administer and manage medication in accordance with best practice and Southern Cross Care (Tasmania) Inc's policy and procedure.

Authorisation

CEO/Manager Signature		Date	
Employee Signature		Date	