



POSITION DESCRIPTION

Position Title: Maintenance Officer

Job Purpose:

The Maintenance Officer will be responsible for the overall maintenance standards required at the facility, and particularly for matters relating to:

- Meeting agreed deadlines.
- Quality of workmanship.
- Efficient and effective completion of work tasks.
- Ensure reliable, ongoing operation of plant and equipment and maintenance of buildings.
- Ensuring a safe workplace in accordance with the Workplace Health & Safety Act.

The position reports to the CEO.

Organisational Values:

Staff are expected to work with the values in mind at all times

PEOPLE	Integrity, respect and humility
RESIDENTS	Empathy, care, respect, acknowledgement, cultural awareness and diversity
PERFORMANCE	Diligent, effective caring, quality
TEAMWORK	Purposeful, integrated, focused, united
CARE	Compassionate, inclusive, proactive, effective
COMMUNITY	To be judged in a positive light and relevant to the community

Privacy and Confidentiality:

It is vital that every member of staff maintain strict confidentiality of all matters relating to the residents and the facility.

Expenditure Responsibilities:

All requests for expenditure are to be submitted to the CEO.

Duties:

- Check the Maintenance Register and maintenance requests daily, prioritise tasks according to importance, considering issues such as safety, general maintenance, improvements, resident or facility user impact. All tasks to be signed off and dated in the Maintenance Register when completed.
- Advise the DON/CEO as appropriate on any matters arising out of the Maintenance Register that is considered to be serious or may adversely affect any resident or facility user.

- Undertake planned maintenance tasks as per the specified timeframes and ensure accurate records are maintained.
- Ensure that all maintainable assets are appropriately numbered and that any maintenance undertaken, including a description of the work undertaken, on all assets is recorded within a central system.
- Assist in undertaking asset condition audits as requested from time to time.
- Supervise all work undertaken by outside contractors, including clean-up of work area and report to the DON/CEO as appropriate on any matters which are not to the specified standard and quality.
- Ensure all plant and equipment is operating efficiently and safely and that specified service checks are completed on schedule. All details to be noted in the relevant recording system. Check with DON/CEO regarding any necessary recording of asset numbers.
- Comply with requirements of Record of Attendance / Purchase Order system.
- Liaise DON/CEO to plan for any project such as construction or repair activities that would produce intensive noise and disruption, and cause discomfort to residents, e.g., jackhammering.
- Maintain an accurate inventory of work tools at all times and replace any that are not in good working order and condition.
- Maintain the workshop in neat and orderly condition at all times and ensure adequate stocks of regularly used materials, components and spare parts. Provide secure, easily identified storage and protect fragile items from damage.
- Report or rectify any potentially hazardous situation as per the Workplace Health and Safety Training Standards.
- Assist the DON/RNs as required in the relocation of resident beds and furniture.
- Maintain accurate plans of all essential services such as water, drainage, gas, electrical, fire, and accurately document alterations.
- Carry out other tasks as directed by the DON/CEO.
- As directed, comply with Aged Care Accreditation Standards in all dealings at the workplace.
- Comply with all OH&S requirements and ensure all work is carried out in a safe manner.
- OH&S representative for the facility, having the responsibility to comply with and meet all obligations contained in:
 - Work Health and Safety (WHS) legislation
 - Related WHS responsibilities
 - Edgarley's Injury Risk Management
- Ensure that the facility is presentable at all times:
 - Repair fixtures and furnishings
 - Undertake emergency repairs as required
 - Regular cleaning of gutters and drains
 - General plumbing duties as required, i.e., changing washers, replacing taps etc
 - Assist with setup and pack-down of equipment for functions, meetings and training.
 - Place rubbish bins out on collection night, retrieve them the next day and are cleaned.

- Undertake any work the environmental services staff cannot perform, i.e., washing windows up to 2m
- Sources parts and consumables as required. Always use appropriate quality materials and products.
- Contact and liaise with external contractors as required, i.e., plumber, electrician, carpenter etc. Seek references if appointing a supplier/ contractor for the first time.
- Undertake audits to resident rooms on the vacancy of a resident. And on the independent living units when vacated.
- To be available for emergency call-outs unless other arrangements made.
- Take the role of Emergency Officer 3 if assisting with any evacuations as per the Emergency Management Plan.
- Take part in professional development as needed and directed.

Meetings /Reports:

- Submit copies of Maintenance Register Log and other information as requested to the CEO.
- Complete audits to resident rooms, internal/common and external areas, and provide comprehensive summaries that will assist in the compilation of the yearly Maintenance Budget.
- Complete quality-related audits if requested.
- Attend Leadership meetings.
- Participate in investigations and remedies for work-related injuries and incident.

Mandatory Qualifications and Attributes:

- Experienced general Handyman.
- Sound knowledge and hands-on skills in carpentry, tiling, painting, plastering, and plumbing.
- Ability to communicate clearly and in a positive manner with all levels of staff, contractors/suppliers and visitors.
- Strong organisational skills and ability to assess, evaluate and prioritise work requirements.
- Ability to supervise contractors' work and report results to management.
- Ability to provide estimates, programmes, drawings, etc. in a timely manner.
- Ability to self-manage and work independently.
- Be competent in the use of computers and Windows-based programs.
- Ability to conduct research.
- Skills in service of mobile equipment used on site.
- Strong commitment to quality and detail.
- Self-motivated and highly responsible.
- Ability to work well with others, building positive relationships with all staff, residents and our external contractors and suppliers.
- Must be reliable.

Desirable Qualifications and Experience:

- Experience and knowledge of trade coordination for efficient completion of projects.

Performance Measures:

- Performance will be managed with an annual review.
- Agreed set of goals.

Key Performance Indicators

Key Result Areas	Key Activities	Standard Measures
Edgarley Values	<ul style="list-style-type: none"> • Demonstrate and uphold the values of Edgarley Assisted Living • Ensure that the values of Edgarley Assisted Living are incorporated into daily practices in relation to all activities. 	<ul style="list-style-type: none"> • Be compassionate and provide support to staff and customers. • Consistently shows respect and values each person's dignity. • Seeks opportunities to be innovative for improvement. • Is accountable for a high standard of care. • Communicates and operates openly and honestly as an effective team member.
Customer Services	<ul style="list-style-type: none"> • Ensure delivery of effective and efficient maintenance services • Coordinate effective maintenance routines that deliver high standard services throughout the facility. 	<ul style="list-style-type: none"> • No complaints regarding maintenance. • Maintenance schedules are maintained • All equipment is maintained according to programmed maintenance.
Education and Personal Development	<ul style="list-style-type: none"> • Willingness to continue to improve your skills and standards • Maintain industry requirements for your scope of practice • Willingness to suggest further education to be provided at EAL. 	<ul style="list-style-type: none"> • Successfully pass all competency tests and assignments • Full (100%) attendance at all compulsory educational sessions
Quality and Continuous Improvement	<ul style="list-style-type: none"> • Commitment to Quality & Continuous Improvement • Compliance of with Aged Care Accreditation Standards • Compliance with EAL policies and procedures 	<ul style="list-style-type: none"> • Participation in the Leadership meetings • Assistance in preparation of the facilities Accreditation application if required • Adherence to EAL policies and procedures
OH&S and Infection Prevention & Control	<ul style="list-style-type: none"> • Strictly follow all OH&S and infection control policies, procedures and processes • Promote best practice OH&S and infection control in their daily tasks 	<ul style="list-style-type: none"> • Reports hazards, near misses and injuries immediately • Uses personal protective equipment • Comply with risk management policies and

	<ul style="list-style-type: none"> • Ensure there is a safe and hazard-free workplace • Implement all necessary controls if and when required • Participate in training and meetings regarding OHS and Infection Control 	<p>procedures and instruction</p> <ul style="list-style-type: none"> • Attend all safety meetings and training sessions • No Workcover claims through inappropriate practices • No accidents/incidents due to poor work practices or mishandling chemicals or equipment
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Agreement: I have read, understood and agreed to comply with this job description and key result areas.

Name: _____

Signature: _____

Date: ____/____/____

Note: please, enter your initials on each page of this document.