

Assistant Maintenance Officer

Position Title:	Assistant Maintenance Officer
Reporting to:	Corporate Services Manager via the Maintenance Officer
Location:	Flaxton
Status:	Permanent

The Organisation

Blackall Range Care Group Ltd. is a not-for-profit organisation that provides high quality aged care and disability services in the Sunshine Coast region. Services include:

- Personal care and domestic assistance
- Community Access
- Nursing and Allied Health care
- Day Centre
- Flexible Respite Options
- Home Maintenance and Home Modifications
- Transport
- Aids and Equipment

Functions of the Role

The Assistant Maintenance Officer will be responsible for performing a wide range of maintenance tasks to ensure that the building and grounds of all Range Care premises are well-maintained, functional, safe, and compliant with relevant regulations. This role involves regular inspections, repairs, and maintenance of both the internal and external building infrastructure, contributing to a pleasant and safe working environment for all team members

As an Assistant Maintenance Officer, you will also be responsible for performing routine maintenance, repairs, and minor installations in the homes of clients. This role is crucial in ensuring that clients' homes are safe, functional, and well-maintained, contributing to their overall well-being and comfort.

Roles and Responsibilities

Organisation

- Works within the role and responsibilities for the position and complies with all organisational policies, regulations and standards, and the Code of Conduct;
- Maintains professional and technical knowledge by participating in training and development activities;
- Represents the organisation as the first point of contact via a range of communication methods;
- Contributes effectively to team effort by accomplishing related results as needed;
- Maintains a high level of professionalism at all times.

Duties and Tasks

Maintenance support for organisation

- Communicates effectively on matters related to the maintenance of organisational assets.
- Perform routine maintenance tasks across the facility, including minor repairs to plumbing, electrical systems and lighting.
- Inspect buildings, grounds, and equipment to ensure functionality, safety, and compliance with regulatory standards.
- Coordinate with external contractors for larger repair or maintenance projects.
- Maintain records of repairs, inspections, and any work completed.
- Oversee the upkeep of facility grounds, including lawn care, landscaping, and seasonal tasks.
- Ensure pathways, outdoor seating areas, and garden spaces are clean, safe, and well-maintained.
- Adhere to workplace health and safety protocols, including safe handling of materials and proper use of equipment.
- Monitor and maintain safety hazards (e.g., slips, trips, and falls) and report risks to management promptly.
- Report any major maintenance issues, damages, or potential hazards to the Maintenance officer.

Maintenance support for clients

- Perform general maintenance tasks in the homes of clients.
- Respond to maintenance requests in a timely manner, prioritising urgent repairs to ensure the safety and comfort of clients.
- Ensure that all maintenance work meets current health and safety regulations, as well as the specific safety requirements of the aged care sector.
- Be available for emergency maintenance requests, ensuring rapid resolution of issues that may affect the client's safety or living conditions.
- Maintain accurate records of all maintenance activities, including repairs, inspections, and any materials used. Report completed tasks through the company's service management system.
- Provide a high level of customer service, interacting with clients and their families in a respectful and professional manner, and addressing concerns or inquiries related to maintenance work.
- Provide general lawn maintenance for clients.

Other

- Ensures a strong customer service focus through responsive, effective customer engagement.
- Contributes effectively to organisational events and activities.
- Performs other related duties as assigned by the Maintenance Officer and ensure all deadlines are met.
- Provides leave coverage of the Maintenance Officer role as required.

Key Relationships

- Corporate Services Manager
- Maintenance Officer
- Staff, Clients and Stakeholders
- Suppliers, Tradesmen and Contractors

Key Selection Criteria

- Relevant experience in a comparable position.
- Ability to meet the requirements of Criminal History screening procedures.
- Demonstrated experience in the operation of tools and equipment required to perform maintenance and repairs tasks.
- Demonstrated understanding of compliance and Work Health and Safety requirements for the safe operation of equipment, chemicals and other resources.
- Ability to manage competing priorities and work under pressure.
- Sound decision making, conflict resolution and problem-solving skills.
- Demonstrated written and verbal communication skills and the ability to be effective in the use of information technology.
- Ability to develop and maintain information managements systems, schedules and reports.
- Demonstrated ability to work unsupervised within a flexible work plan and to provide work instructions when necessary.
- Ability to liaise with contractors, tradesmen and service operators as necessary.
- The role requires the use of your own vehicle for travel between various sites.
- Current Driver's Licence.