

Maintenance Officer

Primary Purpose

The Maintenance Officer is responsible for providing both preventative and reactive maintenance of the Home to ensure a safe and well maintained living and working environment. The Maintenance Officer supports the Home Manager and/or Maintenance Manager to ensure the home and all equipment is maintained to ensure the individual needs, wishes and goals of each resident is met.

The Maintenance Officer is part of an integrated team of people working within an established and agreed framework supporting the resident to live their best life

Organisational Environment

Founded in 1885 by the Sisters of the Little Company of Mary, Calvary is a charitable, not-for-profit, Catholic health care organisation. Our mission is to provide quality, compassionate health care to the most vulnerable, including those reaching the end of their life. With over 18,000 staff and volunteers, we have a national network of 14 Public and Private Hospitals, 72 Residential Care and Retirement Communities and 19 Community Care service centres

Calvary continues the mission of the Sisters of the Little Company of Mary, a mission focused on caring for those who are sick, dying and in need. We express our values of hospitality, healing, stewardship and respect through “being for others” exemplified by the Spirit of Calvary and the example of Venerable Mary Potter.

As an equal opportunity employer, we value diversity and are committed to fostering a workplace that is respectful, welcoming and inclusive where people are supported to draw strengths from their identity, culture and community. We value the integral dignity of each person and we encourage applications from First Nations peoples, people living with a disability, LGBTIQ+ people, people who have come to Australia as migrants or refugees and veterans.

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Responsibilities

Excellence in Service Delivery:

- Attend to general maintenance tasks as directed including gardening as required.
- Checking maintenance logs and prioritising tasks, coordinating contractors to attend as required.
- Under the guidance of the Home Manager, plan and schedule maintenance across the home
- Ordering and storing of stock as required.
- Ensure the timely action of hazards, incidents and other events that involve the maintenance function
- Provide social and emotional support to all residents ensuring that care provision is holistic and person centred
- Actively promote close relationships with families and carers for the health and wellbeing of residents.
- Ensure that all ordered chemicals are approved, have safety data sheet, are correctly labelled and in sealed containers and are stored according to policy
- Liaise with external contractors and providers as required.
- Observe motor traffic regulations, particularly on the facility site. Ensure appropriate licensing or training requirements are met prior to driving facility vehicles, mowers, carts or tugs.
- Ensure up to date knowledge is maintained of emergency procedures.

Excellence in Service Development:

- Strive to improve the quality, efficiency & safety of work.
- To be part of a culture which encourage residents, their families and friends, members of the community and work mates to raise concerns, suggestions and complaints and see these as opportunities to improve the quality of our work.
- Ensure that cost effective approach is taken to the use of organisational resources.

Wise Stewardship

- Maintains a working knowledge of relevant laws, Acts, regulations, standards and guidelines that affect responsibilities, and incorporating them into all aspects of practice.

- Under the direction of the Home Manager, ensure the relevant industry standards, legislation and common law requirements are integrated into work practices.
- Maintains and updates knowledge base to ensure safe practice and effective performance in the workplace.
- Understands and protects the rights, needs and responsibilities of the residents including their dignity of risk.
- Understands and protects the rights and responsibilities of the staff.
- Understands and integrates the values and philosophy of the organisation into work practices.

People and Culture:

- Practice in accordance with Calvary and relevant Government policies and procedures, the position description, Code of Conduct and industrial agreements.
- Work in accordance with the mission and vision of Calvary and actively participate in developing a culture that promotes Calvary's values of healing, hospitality, stewardship and respect.
- Promote and contribute to person-centred and resident-led care
- Participate in all training relevant to their role at Calvary and assist in training others where reasonably directed to do so.
- Assisting to orientate and train new staff to the team as requested by the Home Manager
- Develop and maintain excellent relationships with families, visitors and the community

Work Health & Safety***WH&S Responsibilities:***

- Take reasonable care of your own health and safety and the health and safety of others in the workplace;
- Comply with relevant Calvary WHS policies, procedures, work instructions and requests;
- Report to your supervisor any incident or unsafe conditions which come to your attention;
- Observe any additional requirements as outline in Calvary's WHS Responsibilities, Authority and Accountability Table
- Report all hazards, maintenance required and equipment in need of repair or service

Key Relationships	
Internal:	<ul style="list-style-type: none"> • Home Manager & Clinical Leadership Team • Maintenance Manager and/or Property team • Residents and staff forums/committees
External	<ul style="list-style-type: none"> • Government departments and statutory bodies • External contractors and providers
Position Impact	
Direct Reports:	NA
Budget:	NA
Selection Criteria	
<p>Essential</p> <ul style="list-style-type: none"> • Experience in Maintenance/Gardening role • Commitment to continuous quality improvement • Working Knowledge of WH&S and Infection Control • Demonstrated commitment to customer focused services • Self-motivated and able to work in a team • Excellent communication skills, written and oral • Drivers licence Class <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience and understanding of aged care including retirement village/ independent living setting • Trade qualifications and/or experience • Knowledge of preventative maintenance database systems 	
Approvals	

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Position Description
CALVARY RESIDENTIAL AGED CARE
Function: Support Services

**Position
Description**
Version 1

Employee Name & Signature:	Date:
Manager Name & Signature:	Date:

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