



POSITION DESCRIPTION

POSITION TITLE	Maintenance Officer Part Time– South East (Frankston region)
DIVISION	Shared Services
DEPARTMENT	Facilities & Assets
REPORTS TO	Senior Manager, Facilities & Assets

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be safe, happy and empowered. We support and respect all children and vulnerable adults, as well as our staff and volunteers. We are committed to the safety, participation, and empowerment of all our program participants. All successful candidates will undergo a robust screening process prior to employment. We provide our staff and volunteers with ongoing supervision, support and training in their work with vulnerable people.

DEPARTMENT PURPOSE

Shared Services is one of eight Divisions of the Brotherhood of St. Laurence (BSL), and has responsibility for the provision of support services to the other Divisions, as well as developing and promoting social enterprise opportunities.

The Facilities and Assets department is responsible for whole of lifecycle management of BSL's tangible assets as they relate to Property. The department also manages leased properties, company motor vehicles, and equipment. The objective of the department is to realise fit for purpose, value for money, compliant facilities, and assets.

POSITION PURPOSE

The purpose of this role is to provide hands-on timely general maintenance and repairs at the David Scott School, and as required, other BSL sites within the region, as well as liaising with external contractors where necessary to undertake certain works. General maintenance of the facility includes the building, gardens, and grounds. Key to this role is understanding the scope of works and the impacts works may present to students, staff, and visitors at site. Safety is paramount, as is ensuring the building retains outstanding presentation.

KEY RESPONSIBILITIES

- Utilising Facilities Software for lodging and managing works
- Co-ordinating, inducting and overseeing contractors to site for repairs and maintenance
- Making temporarily safe, areas in preparation for works to occur, or in response to breakdown
- Conducting general maintenance of plant, buildings, grounds and equipment as instructed, or as scheduled. Which may include but not limited to:
 - Repair, patch, painting of internal walls when minor damage occurs
 - Repair of plant such as locks and door closes, door and cupboard handles, changing washes on taps, and general repair of some furnishings
 - General Grounds and exterior building Maintenance such as weeding, mowing, light pruning, cleaning and clearing of paths and access points (green rubbish), removal of cobwebs cleaning and maintaining outdoor furniture
 - Maintaining entrances, balconies, fences, certain dedicated areas, and waste areas for safety and presentation of the facility
 - Removal of any Graffiti
 - General handyman tasks including hanging pictures, Noticeboards/Whiteboards, Installation of TV's, Configuration of Small Furniture Items and Common Spaces
 - Cleaning of scuff marks from walls
 - Running all systems at minimum once weekly
 - General maintenance of site equipment, as required
 - Conduct necessary checklist activities after situation caused by fire alarm testing, signalling, or evacuation (when it is safe to do so)
- Daily inspection of Facility to include:
 - Check grounds for rubbish and debris clearing and disposing of as required
 - Check Carpark for blocked drains, excessive water, rubbish, and debris etc
 - Check External gates in grounds to ensure operable and functioning as intended
 - Check all Common Paths of Travel both internal and external to identify and remove tripping hazards
 - Check all Common Area doors ensure operable and functioning as intended
 - Check temperature controls of HVAC systems
 - Evidence of pests such as possums and other rodents
- Ensuring that the facility is maintained in a clean presentable condition
- Ensuing the maintenance storage areas are safe, usable, and well organized
- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.

- Other duties as required

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

KEY SELECTION CRITERIA

Career Experience:

- Demonstrated experienced as an all-round handy person with solid skills in repairs and maintenance jobs
- Proven ability to prioritise, manage and complete jobs in a set period with limited supervision
- Competent in the use of basic hand and power tools
- Knowledge of safety related to the transportation of tools, materials, and work pieces in and around work areas
- Knowledge and understanding of Safe Work Australia Health & Safety practices, and demonstrate a safety-first approach at all time
- Experience working within an Educational environment is highly regarded
- Comprehensive understanding all facility services and mains i.e. Gas, water and power mains so that impacts are immediately identifiable
- Demonstrate pride in the work being undertaken
- Clean, tidy, and presentable
- Pleasant personality that can assimilate into the environment by being compassionate, personable, and able to communicate well with all persons on site.
- Understanding of and empathy with the values and ideals of the Brotherhood

Personal Qualities:

- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety. You will be required to abide by the Child & Adult Safeguarding Policy and the Code of Conduct as well as all related child safe policies and procedures
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- Knowledge of safety related to the transportation of tools, materials, and work pieces in and around work areas
- Knowledge and understanding of Safe Work Australia Health & Safety practices, and demonstrate a safety-first approach at all time

MANDATORY EMPLOYMENT CRITERIA

- Hours are 8.30am through until 3pm Monday through Friday, however on certain occasions it may be necessary to work outside these hours (may include weekend work, evening shifts)

- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working With Children check will be required and the Brotherhood will facilitate this process
- Statutory Declaration is required for this position. The Brotherhood will facilitate this process
- COVID 19 Vaccinations will be required to be kept current in accordance with any Government directive imposed for the Education and Aged Care industries.

BSL values diversity and inclusion with regards to its staff and the communities we serve. We encourage you to submit your application for this role regardless of whether you meet all the key selection criteria. We encourage individuals from all backgrounds to apply.