



Peninsula Palms
Aged and Community Services Limited

MAINTENANCE OFFICER

POSITION DESCRIPTION

Our Core Purpose

To provide High Quality Christian Care within an Integrated Community.

Our Vision

To achieve excellence in the provision of Aged Care Services in a distinctively Christian environment with equipped staff to ensure the dignity, privacy and personal rights of Residents are upheld.

Our Core Values

We believe that the contentment and quality of life of our Residents are of the utmost importance.

We seek to employ Staff who are competent, compassionate and caring and who humbly serve with an empathic understanding of the specific needs of the Aged.

We aspire to excellence in the quality of our care and services we offer our Residents.

We recognise, reward and resource leadership that inspires and influences.

We foster innovation in order to generate cutting edge services and ideas.

We seek to promote a culture of safety in which all stakeholders play their part.

We believe that education, training, motivation and support to all Staff will ensure that we maintain our excellent reputation in the industry.

We welcome suggestions for improvements from all stakeholders in the process of continual improvement.

PURPOSE OF POSITION

- The Maintenance person will provide maintenance duties to buildings, equipment, furniture, fittings and grounds (within scope of practice) within the Care Facility and Retirement Village.
- Support the ministry and philosophy of the Mueller Community Church.
- Maintain buildings and associated equipment including grounds to meet management, accreditation and resident expectations.
- Work with a team environment demonstrating a commitment to staff / resident relationships

JOB SPECIFICATIONS

Personal Attributes

- Have good health.
- Is reliable and punctual.
- Have the ability to communicate effectively.
- Have the ability and is willing to maintain harmonious interpersonal and working relationships.
- Is able to work within the philosophy and values of Peninsula Palms.

Desirable Qualifications and Experience

- Trade based experience is highly desirable.
- Demonstrated experience in the maintenance of buildings equipment and grounds especially in a retirement and aged care environment.
- Workplace health and safety and / or First-aid experience is desirable.
- Effective interpersonal and communication skills with other Staff, Residents and their families / carers.

IMMEDIATE SUPERVISOR – refer to Organisational Chart

- Maintenance Supervisor
- Manager

RESPONSIBILITIES

- Removal of rubbish for both, Care Facility and Retirement Village.
- Communicate with Maintenance Supervisor daily regarding maintenance issues.
- Repairs to all building fittings and fixtures such as lighting, plumbing, cabinets, doors and painting etc (as within scope of practise)
- Reliable completion of established routines with minimal supervision.
- Assist in mowing, gardening / landscaping duties for all gardens in both residential and common areas.
- Maintain as directed under a preventative maintenance program, property and equipment.
- Manual handling tasks for the position
- To maintain confidentiality of information regarding Residents and the Facility.

ACCOUNTABILITIES

- To Maintenance Supervisor / Manager.
 - Work performed according to instructions and time-frame given.
- To other team member / personally.

- Work within a team culture being willing and flexible to alter roles according to demand and safety considerations.
- To residents / relatives
 - Work with a helpful, friendly and courteous attitude, willing to assist within your abilities and role.

OCCUPATIONAL HEALTH AND SAFETY

- To specify and comply with Workplace policies relating to Safety and Infection Control Guidelines and practices.
- To attend Fire Safety program yearly and be familiar with his / her role in carrying out fire safety and emergency plans.
- To identify location of emergency equipment.
- To practice safe manual handling and follow No Lift Policy.
- To understand Policy & Procedures regarding incident reporting.
- To report and / or rectify observed safety risks to the Manager and report on the Comments Form.
- To attend Annual Compulsory Training Day
- Wear the regulation uniform – closed in, non-slip shoes.
- Long hair tied back, nails kept short and clean with minimal jewellery.
- To use appropriate Personal Protection Equipment.
- Work within their scope of practice

Manual Handling Tasks for this Position

| | | | |
|--------------|-----|---|-------------------------------|
| Lifting | 40% | } | Emptying Wheelie bins |
| Bending | 10% | | Pushing trolleys |
| Twisting | 5% | | Lifting rubbish bags onto ute |
| Pushing | 10% | | Working from a ladder |
| Squatting | 10% | | Lifting boxes of stock |
| Kneeling | 10% | | Plastering / Painting |
| Reaching out | 5% | | |
| Reaching up | 10% | | |

EDUCATION

- To participate in the facility’s orientation and in-service education program arranged by the facility.
- To attend to assigned education plans in required time frame.
- To participate in an annual performance appraisal and make goals for achievement
- To attend regular meetings which encourage the promotion of Continuous Quality and improvement.

- To participate as requested on committees established within the Facility.
- To adhere to the Facility's Policy and Procedure Manual and Mission Statement

CONDITIONS OF EMPLOYMENT

- As per your contract – probation period of 6 months
- As per the Aged Care Award 2010
- Adherence to the Aged Care Code of Conduct
- Adherence to Policies and Procedures of the Facility.
- Ability to meet the requirements of the Position Description.
- Current First Aid Certificate
- Current Driver's licence and willingness to drive in the course of work.
- Attending Compulsory In-service Day annually.
- Completing assigned education plans in a timely manner
- Attending annual appraisals
- Current satisfactory Federal Police Check.

Sharon Wilkinson

Manager

I, _____ have read and understood the above job description.

Signature: _____ Date: _____