



Peninsula Palms
Aged and Community Services Limited

MAINTENANCE SUPERVISOR

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 Supervisor will manage the overall operations of the maintenance services within the organisation to ensure that both internal and external stakeholders needs are met in an effective and efficient manner and in accordance with relevant Legislation, Regulatory requirements, Professional Standards and Guidelines.
- To conduct a wide range of repairs and maintenance duties to buildings, equipment, furniture, fittings and grounds (within scope of practice) within Peninsula Palms.
- To work within the values and beliefs of the organisation and actively strive towards fulfilling the organisational goals and objectives of the service.

- To assist Management in ensuring that the service achieves and maintains the requirements of Accreditation whilst fostering a culture of continuous quality improvement within the service.
- To undertake the responsibilities as one of the Workplace Health and Safety Officers and associated training.

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 Mueller Community Church.

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.

Skills and Abilities

- Excellent communication (written and oral) and interpersonal skills.
- Ability to interpret and follow Legislative and Regulative guidelines, Standards and other documented criteria in the repair and maintenance of buildings, furniture and fittings.
- Ability to plan a documented Preventative and Corrective Maintenance program (within scope of practice) for the service.
- Ability to work with minimal supervision
- Problem solving and conflict resolution / negotiation skills.
- Ability to lead others to achieve optimal outcomes and create a culture of continuous improvement, team building and teamwork
- Organisational and time management skills.
- Ability to develop / implement and evaluate organisational policies, procedures and practices within the maintenance related areas.
- Report writing skills
- Ability to demonstrate flexibility, creativity and initiative within work role
- Ability to manage, direct and supervise staff.
- Ability to coordinate and assess work activities.
- Ability to manage change effectively and efficiently.
- Computer literacy.

IMMEDIATE SUPERVISOR – refer to Organisational Chart

- Manager

RESPONSIBILITIES

- Align own personal management behaviour and ethical standards with the values, belief and organisational goals / objectives of the service.
 - Manage and conduct (within scope of practice) all maintenance functions within the service.
 - Actively contribute towards the development, implementation and evaluation of organisational policies, procedures and practices to ensure that the service operates within the statutory requirements and maintains a high standard of service within the maintenance and related areas.
 - Update own skills and abilities through personal and professional development
 - Knowledge of, and compliance with, all relevant Legislation, Regulatory requirements, Professional Standards and Guidelines (within scope of work role) and with the organisational goals and objectives, policies, procedures and practices of the service.
 - Communicate / liaise effectively with both internal and external stakeholders (i.e. residents/representatives, co-workers, government agencies, aged care service providers, consumer groups, external service providers and members of the community).
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- Removable of rubbish for both, Care Facility and Retirement Village.
 - Communicate with Manager 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, if required.
 - Maintain as directed under a preventative maintenance program, property and equipment.
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- Attend all mandatory training provided by employer.
 - Knowledge and experience with a range of basic hand and power tools.
 - General wards-men duties in RCF i.e. moving beds, unpacking deliveries.
 - Ensuring vehicles are clean and fuelled.
 - Liaising with outside contractors who enter the facility.
 - To be observant and report any hazards on quality improvement situations.

ACCOUNTABILITIES

- To Village and R.C.F. Management.
 - 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.
- Adherence to legislation, industry standards and Village Policies and Procedures
- 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: _____