



PO Box 21 Woy Woy NSW 2256
Ph: (02) 4344 2599 - Fax: (02) 4344 6306

Maintenance Officer Information Pack

“Application for Employment Form” must be accompanied by:

- Curriculum Vitae/ Resume
- Covering letter addressing the selection criteria
- Two (2) work related referees, preferably Managers.

Applications can be submitted in the following manner:

Mail to: *BlueWave Living*
Attention: The Chief Executive Officer
PO Box 21
WOY WOY NSW 2256

OR

E-Mail to: jobs@bluewaveliving.org.au

Maintenance Officer Role

\\BI-file\bl-desktops\KSCOTT\Documents\Custom Office Templates\Maintenance Officer Information Package.dot

Revised: April 2019

We are seeking a team member to join our Maintenance team at BlueWave Living which is approximately 90 minutes north of Sydney.

This is a permanent full-time position.

To fulfil this role you are required to assist with the day to day maintenance in both our high and low care areas.

Experience working in a health care environment is desirable. Basic computer skills are also required in this position to maintain and update maintenance issues and internal emails.

You will report to the Maintenance Supervisor.

You will be required to attain various staff competencies and attend further education as part of your role.

Our Organisation:

We are a 139 bed residential aged care facility, a friendly, family orientated organisation located on the Central Coast. We are a community based, Government funded, not-for-profit charitable, organisation providing care and accommodation to the frail aged. We provide both high and low care general and dementia specific nursing care to permanent and respite residents.

Wages & Conditions:

Wages and employment conditions are in accordance with the Woy Woy Community Aged Care NSWNA & HSU NSW Enterprise Agreement.

A six month probation period applies to all positions within the organisation with a formal staff appraisal at three and twelve months. Salary sacrifice is available for permanent staff with the opportunity to receive up to \$18,459 of your yearly salary tax free each year, subject to ongoing taxation legislation. Wages are paid fortnightly into a nominated bank account and superannuation is paid into HESTA superannuation fund or an alternative nominated fund. Corporate Gym Membership is available at nearby Peninsula Leisure Centre at considerable discount to our staff.

Criminal Record Checks:

It is a requirement of our funding bodies and of this organisation, that prospective employees must undergo a Criminal Record check prior to being offered a position with the company, you will be required to provide this prior to employment.

JOB DESCRIPTION - MAINTENANCE OFFICER

RESPONSIBLE TO: Maintenance Supervisor

QUALIFICATIONS:

- Previous experience in building or ancillary trade or equipment maintenance.
- Ability to plan and direct and coordinate work and the work of others.

Desirable

- TAFE Certificate or Trade Certificate relevant to the position.
- Carpentry Experience
- Previous experience in maintenance within an aged care or health service environment.

CONDITIONS OF EMPLOYMENT:

- Compliance with all Policies and Procedures of BlueWave Living.
- Employment conditions are in accordance with the Woy Woy Community Aged Care – BlueWave Living Agreement

REQUIREMENTS OF THIS GRADE:

- To work under limited supervision either individually or in a team.
- Work within established guidelines including compliance with documentation
- Other requirements as determined by the Chief Executive Officer and Maintenance Supervisor.

Tasks that may be performed

Performance under limited supervision the full range of maintenance duties including but not limited to:

- General repairs and maintenance of buildings, equipment and grounds.
- Preventative maintenance program.

PURPOSE

To ensure buildings, plant and equipment are well maintained. To carry out routine maintenance, preventative maintenance and general repairs as required and general gardens and grounds maintenance. Provide a quality and timely maintenance service.

RESPONSIBILITIES

- Maintaining all buildings and equipment so that they are safe and fully operative.
- Workmanship is to be of a high standard.
- Be familiar with the organisations Mission Statement and Philosophy. Understand and adhere to policies and procedures as outlined in the Staff Handbook, Infection control, WH&S, Manual Handling, Operation manuals and all other policies and procedures of the company.
- Be aware of and fulfil the requirements of the Aged Care Standards.
- Comply with all relevant Acts and Regulations.

\\BI-file\bl-desktops\KSCOTT\Documents\Custom Office Templates\Maintenance Officer Information Package.dot

PERSONNEL

Maintenance Staff are required to:

- Be familiar with the Policy and Procedure Manuals.
- Be responsible for their performance and work the hours as rostered.
- Ability to accept direction to which he/she is responsible in a considerate manner.

Professional Development - Attend in-house education sessions to promote own professional development; enhance skills and knowledge and professional and legal requirements to carry out the service.

Performance Appraisals - Participate in performance appraisals in accordance with current policy.

WORK HEALTH AND SAFETY

- Ensure a safe and secure environment in accordance with the Work Health & Safety, Disaster Plan and Emergency Policies and Procedures and take reasonable care for the health and safety of yourself and others.
- Follow safe work practices at all times.
- Ensure equipment is in safe working order and promptly advise maintenance if not.
- Treat equipment with respect and ensure you have the necessary skills to operate the equipment.
- Ensure appropriate equipment is used for tasks.
- Use chemicals as per recommended guidelines.
- Be involved in the corrective and preventative maintenance program and identify potential risks within the facility.
- Notify the supervisor or manager of any incident or accident occurring in the facility.
- Ensure incidents/accidents are recorded as soon as possible.
- Ensure contractors are familiar with the facilities, potential hazards, equipment, storage areas, work areas and lines of communications.

SPECIFIC COMPETENCIES AND PERFORMANCE CRITERIA

- Checking entries in computerised ManAd program and prioritise daily activities.
- Ensure the monthly maintenance schedule is completed each month.
- Ensure all building maintenance both internal and external is carried out.
- Assist with the maintenance of gardens and grounds.
- Minimise impact on residents and staff in providing maintenance services.

Carry out duties in accordance with the Statement of Duties and as directed by the Maintenance Supervisor.