

## POSITION DESCRIPTION

<b>Position Title:</b>	Maintenance Officer
<b>Direct Supervisor:</b>	Property Coordinator
<b>Key Relationships:</b>	Facility Managers, Clinical Coordinators, Purchasing Officer, Property Assistant
<b>MAIN PURPOSE OF POSITION:</b>	
The primary purpose of this role is to assist with general maintenance requirements across the Busselton and Dunsborough facilities.	
<b>Accountabilities</b>	<b>Standards of Performance</b>
Work Health & Safety	<ul style="list-style-type: none"> <li>▪ Observe and comply with all health and safety instructions, procedures, signs and notices relating to your work and correctly use the appropriate protective clothing and equipment supplied.</li> <li>▪ Follow Infection Prevention and Control procedures and standards relevant to the role.</li> <li>▪ Use correct documented procedures to correct, if possible, and immediately report any unsafe situations, near-miss incidents and all work related injuries.</li> <li>▪ Maintain good housekeeping at all times.</li> </ul>
Personal Leadership	<ul style="list-style-type: none"> <li>▪ Acts with honesty, empathy and kindness towards co-workers and clients.</li> <li>▪ Engages and works collaboratively with others through a shared purpose to achieve goals.</li> <li>▪ Has a thorough awareness of cultural safety and conducts themselves to operate inclusivity.</li> <li>▪ Takes responsibility on an individual level to strive for excellence;</li> <li>▪ Accepts and responds constructively to feedback.</li> <li>▪ Is aware of own strengths and limitations and seeks help from others as required;</li> <li>▪ Adapts communication style and messages to suit different personalities and cultures.</li> </ul>
Risk	<ul style="list-style-type: none"> <li>▪ Understand and proactively contribute to managing risk and to promote a culture of participation in the risk process.</li> </ul>
Quality	<ul style="list-style-type: none"> <li>▪ Actively contribute to quality improvement activities in CapeCare through initiating continuous improvement suggestions.</li> <li>▪ Contribute effectively towards the organisation's quality accreditation processes.</li> </ul>
Values	<ul style="list-style-type: none"> <li>▪ Adhere to all CapeCare policies and procedures.</li> <li>▪ Own conduct and approach aligns with the CapeCare Way.</li> <li>▪ Commits to the values of: <ul style="list-style-type: none"> <li>▪ <i>Compassion   Respect   Partnership   Commitment</i></li> </ul> </li> <li>▪ Challenges behaviour in others that contravenes the organisational values.</li> </ul>

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<b>TECHNICAL COMPETENCIES AND SKILLS:</b> (Detail the required level for recruitment)
<ul style="list-style-type: none"> <li>▪ Experience in a similar role.</li> <li>▪ Use of power tools.</li> <li>▪ Demonstrated knowledge of chemical use and awareness.</li> <li>▪ Well-developed time management skills.</li> </ul>
<b>RELEVANT EXPERIENCE:</b> (Detail the required level for recruitment)
<ul style="list-style-type: none"> <li>▪ With guidance, ability to work independently as required.</li> <li>▪ Demonstrated ability to work effectively with a team environment.</li> <li>▪ Effective communication skills.</li> <li>▪ Good attention to detail.</li> <li>▪ Strong empathy towards the elderly.</li> </ul>
<b>KEY ACCOUNTABILITIES OF THE ROLE:</b> (Detail the specific tasks and responsibilities for the role)
<ul style="list-style-type: none"> <li>▪ Maintenance of the internal and external environment – sulo rubbish bins, laundry drains, pan sterilisers, mechanical cleaning of floors and cleaning of light fittings.</li> <li>▪ With supervision ensure the Electronic Maintenance Register (EMR) work orders are completed in reasonable timeframes.</li> <li>▪ Complete maintenance requests from Head of Departments and staff as per Maintenance Request Forms.</li> <li>▪ Chemical control – check chemical containers are maintained and stored correctly. Replace laundry chemicals as required. Maintain stock levels correctly.</li> <li>▪ Correct storage of delivered stock as per requests from Head of Departments.</li> <li>▪ Keep sheds in a clean and organised state.</li> <li>▪ Assist staff with resident room changes.</li> <li>▪ Source necessary parts and materials to affect maintenance duties.</li> </ul>
<i>Note: The requirements and responsibilities contained in this job description do not create a contract of employment and are not meant to be all-inclusive. They may be changed by the role manager during employment on an as-needed basis.</i>

*I have read and understood the duties, responsibilities and requirements as per this position description.*

<b>Employee:</b>		<b>Signature:</b>		<b>Date:</b>	/ /
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