

Position Description

Position Title:	Facilities Maintenance Officer	Approval Date:	March 2024
Authorised By:	GM Corporate Services	Review Date:	March 2026

Our Vision People in our communities enjoy better and longer lives

Our Role We work in partnership with other health and wellbeing services to enhance the health of our communities in Whitehorse and Nillumbik by meeting additional needs that no one else does in the segments we service, whilst prioritising access for those who need it most and we also work with partners to address the root causes of vulnerability.

Our Key Business Segments

- Helping people with a long term physical or mental health condition to live better
- Providing services and supports to people with disability
- Helping older people stay at home longer
- Providing integrated services and supports for children and youth
- Delivering public and private dental services
- Addressing the root causes of vulnerability

Our People People aspire to work with us and contribute to our business and community. We are committed to building a culture that embodies our values and is driven by providing high quality services, support, and experiences.

POSITION OVERVIEW:

Job Purpose	The Facilities Maintenance Officer plays a crucial role in ensuring the efficient operation and safety of our organisation's physical environment. This position collaborates with internal stakeholders and external service providers to deliver high-quality facilities and infrastructure support services. This role would primarily oversee facilities at Eltham and Boronia, however, may be called upon to assist with both Box Hill facilities.
Duties and Responsibilities	<ul style="list-style-type: none"> • Coordinate with contracted maintenance to ensure plant and equipment are maintained as per specifications to ensure continuity of service. • Work closely with the Facilities Manager and internal stakeholders to proactively improve the

	<p>building environment, be able to troubleshoot and find practical solutions to facilities issues.</p> <ul style="list-style-type: none"> • To undertake general maintenance as required via the Facilities Helpdesk Support Portal or arrange appropriate trades, if required. • To ensure fleet vehicles are maintained serviced and cleaned on a regular basis • Ensure OH&S requirements are managed with all works and a safe environment provided to staff at all times <p>Other duties as required</p>
Qualifications	<p>Trade qualifications desirable or skilled handyperson required</p> <p>First aid certificate desirable</p>
Key Selection Criteria (<i>Skills, Experience and Qualifications required</i>)	
Mandatory	<ul style="list-style-type: none"> • Ability to identify or follow up with maintenance requirements/requests across a variety of sites and undertake necessary works or to coordinate trades as required. • Practical experience in maintenance repair, or coordination of facility problem resolution. • Thorough understanding of essential safety measures and services for buildings and ability to ensure contractors meet required inspection/ testing requirements. • Good computer skills to ensure all works are tracked and updated into support helpdesk portal. • Ability to liaise with a variety of staff and trades in considered and compassionate to ensure satisfactory outcomes for all. • Thorough knowledge of vehicle maintenance requirements and ability to coordinate necessary services as required. • Physically fit to assist with transporting of goods between sites as required and undertake maintenance requirements • Ability to arrange for necessary PPE (Personal Protective Equipment) and site required supplies as required.
Desirable	<ul style="list-style-type: none"> • Demonstrated proficient computer skills in MS Office applications (Word and Excel) • Experience working in community/public health or community-based setting.
Service/Program	Corporate Services/Facilities

Reports	Job reports to	Direct reports
	Facilities Manager	Nil
Award/EBA	Health and Allied Services Managers and Administrative Officers Multiple EA (Enterprise Agreement) 2018-2022	
Classification	Handyperson	



Requirements:

- A Police Record Check is required for all roles
- A Working with Children Check, other credentials and role specific requirements (such as NDIS) and checks will be required in accordance with government funding requirements and legislation.
- All employees must provide 4 forms of identification upon commencement.
- All employees must be permanent residents of Australia or hold a current, valid visa.
- A current Victorian Driver's Licence (where driving is a component of the role)
- A probationary period of 6 months applies unless otherwise stipulated.
- All employees must abide by the organisations Policies & Procedures.
- All employees may be required to work across any of the organisations sites.
- All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.

MANAGER DECLARATION

This role reports to me and I confirm I have read and understood the Compliance Checks Procedure and that in addition to the Police Check requirements, the following requirements are required as part of ongoing employment to this role:

WWCC (Working with Children Check)	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
NDIS	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Statutory Declaration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Credentials/Registration	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Other _____

EMPLOYEE DECLARATION

- i. I acknowledge that I have read and understood the requirements of the position as detailed above.
- ii. Do you have any pre-existing injuries or conditions that could reasonably be expected to be affected by the nature of the proposed employment?

Pre-existing injury/condition? Yes ☐ No ☐

If yes, please provide details:

Failure to make such a disclosure, or the making of a false disclosure, will result in Sections 82(8) of The Accident Compensation Act 1985 applying. Section 82(8) of the Act provides that where a recurrence, aggravation, acceleration, exacerbation or deterioration of a pre-existing injury or disease arises out of or in the course or due to the nature of employment with a company, it will not entitle the worker to compensation.

The disclosure of information on a pre-existing injury or disease will not impact on the recruitment process in any way. Nillumbik Community Health Service Ltd is an Equal Opportunity Employer.

Signed (employee): _____

Date: _____