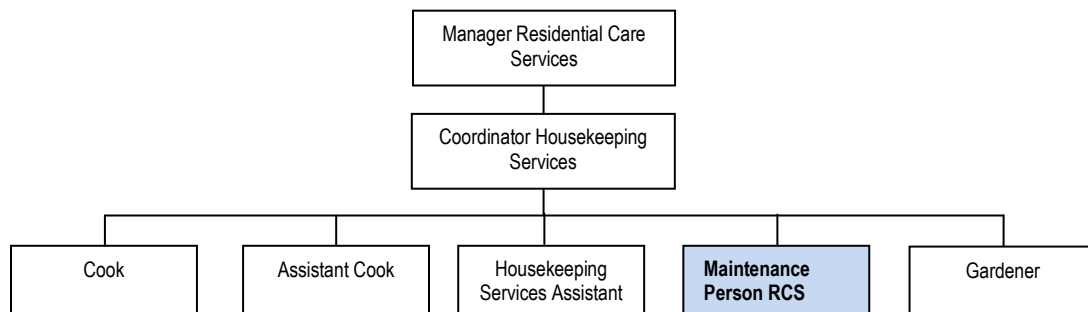


Maintenance Person - Residential

Award/Agreement	Current Resthaven Incorporated Residential Aged Care and Community Services Enterprise Agreement
Responsible to	Manager Residential Care Services through the Coordinator Housekeeping Services
Summary of role	In accordance with the vision, mission and values of Resthaven, The Maintenance Person is responsible for providing general maintenance services across the residential facility
Reporting lines	The Maintenance Person is an integral member of the housekeeping services team which is the responsibility of the Coordinator Housekeeping Services.



Key Responsibilities and Duties

The details outlined below provide an overview of the Maintenance Person's duties within Resthaven however daily routines are specified in the Duty Statement.

- Conduct general maintenance of plant, buildings, grounds and equipment as set out by the maintenance program and in accordance with the Preventive Maintenance Schedule
- Conduct electrical testing on all new and existing equipment as set out by the safety electrical testing programme
- Ensure the security of all keys for designated work areas and equipment including but not limited to:
 - Plant rooms;
 - Lifts;
 - Kitchens/ Laundry; and
 - Air conditioning.
- Maintain accurate and current repair and maintenance records by:
 - documenting and reporting faults, repairs and maintenance;
 - ensuring records are maintained in accordance with the maintenance system.
- Assist contractors and maintenance personnel working on site including inspection of work upon completion to ensure it is satisfactorily completed in a safe and tidy manner
- In consultation with the Coordinator Housekeeping Services, ensure maintenance requests are logged in a timely manner through the Maintenance database
- General maintenance of resident's equipment, as required

Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential

Other duties as directed by the Coordinator Housekeeping Services, commensurate with classification and training.

Person Specification

Maintenance Person - Residential

ESSENTIAL CRITERIA

- Previous experience as a handyperson/Maintenance Person
- Knowledge of general maintenance practices
- Demonstrated ability to maintain adequate standards relating to current maintenance practices
- Experience operating and using tools and equipment
- Knowledge of and commitment to Occupational Health and Safety principles
- Ability to comply with safe work practices
- Current drivers licence
- Good communication and interpersonal skills including demonstrated experience interacting with a wide range of people
- Ability to establish and maintain professional and appropriate relationships with residents and/or their families/representatives
- Commitment to maintaining confidentiality
- Commitment to respecting the values, customs, preferences and spiritual beliefs of residents and their families/representatives
- Commitment to professional development and identifying opportunities for service improvement
- Good organisational and time management skills including the ability to establish priorities and plan work
- Ability to work effectively as a team member
- Ability to implement continuous improvement practices

DESIRABLE CRITERIA

- Experience in providing maintenance services in a residential care facility
- Experience in a building or trade related area

Acknowledged _____ Date _____
Manager Residential Care Services

Acknowledged _____ Date _____
Employee