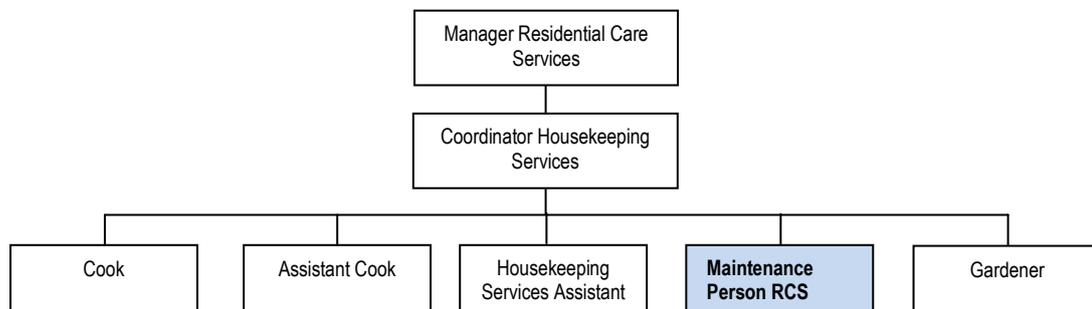


## Maintenance Person - Residential

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

## ESSENTIAL CRITERIA

- Previous experience as a handy person/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