



Position Description

Position Title:	Maintenance Support Officer
Position Classification:	Administration and Operational Support (AOS) Level 3
Direct Reports:	Nil
Reports To:	Infrastructure, Assets, IT WHS & Security Manager

PROGRAM / ROLE DESCRIPTION

The maintenance support officer is responsible for the timely completion of supporting services such as, but not limited to general maintenance (facility and housing), grounds upkeep and presentation and the delivery of preventative maintenance programs. This role is also required to perform a range of duties to assist with assets management, vehicle and fleet managements and workplace health and safety.

KEY AREAS OF REPSONSIBILITY

Service Delivery

- The provision of maintenance and grounds services including but not limited to:-
 - Perform general facilities and housing maintenance, including basic painting, plumbing, carpentry and minor repairs
 - Perform general grounds and upkeep duties of Wurli facilities including mowing, pruning, weeding, rubbish removal, landscaping / gardening in order to maintain high presentation and safety standards
 - Proactively identify and respond to all general maintenance requirements in a timely manner
 - Assist with the completion of duties in accordance with the preventative maintenance schedule as instructed
 - Monitor reactive maintenance and in consultation with the manager, adjust the preventative maintenance schedule to overcome identified deficits
 - Assist with the meeting and greet of contractors and coordinating the facilitation of their work at Wurli facilities / housing.
- Provision of Asset related services; this may include but is not limited to:-
 - Provide and record asset numbers on all new equipment
 - Complete and assist maintain the assets register
 - All relevant Wurli assets identified for calibration are dispatched or tested promptly
 - Complete checking and tagging of electrical equipment as required

- Completing auditing tasks
- Assist with the Vehicle / Fleet Management as instructed; this may include but is not limited to:-
 - The completion of vehicle safety checks
 - Follow up on repairs and servicing requirements
 - Assist maintain cleanliness of vehicles
 - Assist with tracking and recording of monthly odometer readings

Program Development, Networking and Liaison

- To proactively assist with the delivery of services to ensure the action plan for Maintenance and Grounds, Assets and Vehicles is achieved
- To assist with the provision of workplace health and safety services if required across the organisation in order to assist Wurli maintain compliance with the Workplace Health and Safety Act and related policy

Team Support

- Attend to the completion of the daily schedule and task
- Report any barriers to achieving daily outcomes
- Assist with the induction and supervision of new team members and work placement individuals
- Attend to other duties / tasks as directed to ensure team outcomes are met

Administration and Reporting

- Completion of daily logs / schedules
- Completion of relevant registers as required (maintenance / assets / vehicle)
- Complete other administrative tasks associated to the role as required

Workplace Health and Safety

- Ensure your personal health and safety, and that of others in the workplace
- Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- Promote and deliver in accordance with Wurli's risk management framework
- Report all accidents, incidents, near misses and hazards immediately

Corporate Identity

- Promotes and embodies Wurli's vision and values
- Act as a role model for clients
- Act in accordance with Wurli's Code of Conduct

POSITION REQUIREMENTS

Qualifications / Prerequisites:

- Test and Tag Electrical Equipment Registration (or willingness to option)
- National Police Records Check and Working with Children's Clearance
- Current Northern Territory Driver's License (Light Rigid – LR Licence is preferred but not essential)

Acknowledgement

I have read and understand the requirements of the role; responsibilities and accountabilities as outlined within this Position Description.

Employee name: _____

Signature: _____

Date: _____