



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: Maintenance Officer

Contact Name: Kayla Bennett

Telephone: (02) 6560 2313



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to CEO:
PO Box 136
Kempsey NSW 2440

General Conditions of Employment

Position: Maintenance Officer

Award: ACCHS 2020

Classification: Caretaker

Salary: \$60,110.12

Employment opportunities: Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the employment opportunities.

Application: Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the Position Application Package.

Your application should consist of four parts:

1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
2. Completed application form
3. Resume
4. Supporting documents

Completed application to: hr@durri.org.au

or

Post marked confidential to:

Application Human Resources
Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440

Closing Date: Monday 29th August 2022 by 5:00pm



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Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal or Torres Strait Islander? Yes No

Do you identify as having a disability? Yes No

Are you an Australian citizen or permanent resident? Yes No

Do you have Working with Children check number? Yes WWCC No:

Do you have a current Police check? Yes Date:

Do you have evidence of Vaccinations? Yes No

Have you provided evidence of your Qualifications? Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		



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Position Description

Position Title:	Maintenance Officer
Reports To:	Operations Coordinator
Business Unit:	Corporate Services
Direct Reports:	Nil
Location:	Kempsey
Primary Objective:	<p>The Maintenance Officer will support the Corporate Services team to ensure that all Health Services grounds, buildings, plant and equipment are well maintained, well presented, physically secure, compliant with all appropriate regulations and provide a safe environment for staff, client, contractors and visitors to the Service.</p> <p>This position is based in Kempsey however will be required to provide maintenance support services to health outposts of Durri ACMS.</p> <p>This Maintenance Officer will:</p> <ul style="list-style-type: none">• Assist in the day to day co-ordination of the organisation's assets, facilities and motor vehicles to ensure that assets are utilised appropriately and maintained to a set standard;• Monitor the motor vehicle fleet regularly to ensure registrations are current; servicing schedules are adhered to and damage to vehicles reported on incident report form.• Assist in the maintenance and operation of facilities in compliance with legislation requirement;• Inspect the organisation's buildings and surrounds regularly to identify and remedy maintenance, safety and security issues

	<ul style="list-style-type: none"> Participate on the WH&S committee 	
Key Accountabilities		Performance Measures
1. Maintenance across sites	<ul style="list-style-type: none"> Ensure that all maintenance requests, including general maintenance, repairs are responded to in a timely manner and in order of priority, e.g. joinery, carpentry, repairing/moving furniture & equipment, doors, locks, curtains/blinds, vehicles, plant. Assist the operations coordinator in the maintenance of all facilities, vehicles and assets to ensure that issues are resolved promptly and in line with organisational policies and procedures and legislative requirements. Obtain quotes from supplier/contractors and liaise with trade's persons to ensure that contractor work is scheduled and satisfactorily performed by the appropriate professionals under the direction of your supervisor Coordinate and manage requests for building issues such as heating, lighting, signage, and security. Unlock gates in the morning and raise and lower flags daily, maintain grounds and garden areas, e.g. empty bins, remove litter, clear external drains, Assist with the coordination of all scheduled works e.g. tag and test of 	<ul style="list-style-type: none"> Buildings and grounds are well maintained Employee feedback Compliance registers Contractor feedback Maintenance log Equipment well maintained

	<p>equipment; emergency lighting, alarms, IT, etc.</p> <ul style="list-style-type: none">• Assist with incoming deliveries and deliver to departments• Develop and maintain a key register• Coordinate removal of surplus equipment, furniture, other• Monitor and test duress alarms on a monthly basis in consultation with staff and security• Ensure fire equipment is serviced and maintained by contractor• Ensure appropriate registration and maintenance of all vehicles, equipment and machinery.• Maintain records of hazardous and non-hazardous chemicals for worksite and ensure safe use and storage.• Conduct inspections of the workplace/s to help discover unsafe or unsatisfactory conditions and practices and ensure the observance of workplace health and safety standards.• Assist with the running of events as required, particularly with setup and pack-down of equipment as required.	
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<p>2. Fleet Services across sites</p>	<ul style="list-style-type: none"> • Ensure all motor vehicles have current registration and insurance • Ensure fleet vehicles are serviced as per the service schedules • Monitor the motor vehicle fleet utilising the “Motor Vehicle Maintenance Sheet” • Manage the motor vehicle booking process • Ensure fleet vehicles are maintained in a clean and tidy manner at all times • Monitor and report on log book usage • Assist with motor vehicle fleet upgrades by sourcing quotes 	<ul style="list-style-type: none"> • Motor vehicle fleet maintained to required standards • Motor vehicles routinely cleaned • Regular reports conducted and recorded • Log books • Staff & client feedback
<p>3. Team work and Collaboration</p>	<ul style="list-style-type: none"> • Participate in professional development including self-directed learning and mandatory training. • Ensure that all communication is completed in a professional and polite manner. • Identify and participate in own performance development and training for continuous improvement. • Assist other team members as required and provide support across all departments as necessary. 	<ul style="list-style-type: none"> • Mandatory training/development successfully completed. • Elective/self-directed training and development successfully completed within agreed timeframe. • Feedback from colleagues and clients - minimal complaints.

<p>4. Compliance</p>	<ul style="list-style-type: none"> • Ensure all workspaces are compliant with WHS regulations. • Conduct site safety inductions for all contractors to the facility/s. • Where required ensure Safe Work Method Statements are received from contractors prior to work, e.g., roof top maintenance carried out on solar system, air-conditioners, cleaning second story windows, etc. • Ensure log books are compiled as required. • Comply with all legislation and regulatory standards relevant to field of employment, within delegation and skills base. • Demonstrate an understanding and accordance with WH&S, fire and emergency procedures, equal employment opportunity (EEO) and organisational policies and procedures. 	<ul style="list-style-type: none"> • 100% compliance with Durri ACMS policies and procedures. • 100% compliance with work practices and standards. • Report all WH&S hazards, accidents and incidents in a timely manner.
<p>5. Reporting</p>	<ul style="list-style-type: none"> • Provide reports to meet organisational and statutory requirements as required or directed by supervisor. 	<ul style="list-style-type: none"> • Accuracy of qualitative reports • Accuracy of statistical reports • Reports submitted by due date

<p>6. Policy and Procedures</p>	<ul style="list-style-type: none"> • Assist in the development and review of policies and procedures relevant to the program and in line with strategic objectives. • Attend all mandatory training requirements and participate in staff performance reviews. 	<ul style="list-style-type: none"> • Assist in the development and review of policies and procedures relevant to the program and in line with strategic objectives. • Attend all mandatory training requirements and participate in staff performance reviews.
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Selection Criteria

Essential:

1. Aboriginal or Torres Strait Islander descent (This is an identified position under Section 14D of the NSW Anti-Discrimination Act 1977).
2. Relevant experience in building maintenance
3. Demonstrated experience in planning, prioritising and organising with limited supervision
4. Experience or ability to identify WHS hazards in a workplace environment
5. The ability to identify problems and recommend solutions
6. Ability to build relationships with all levels of the organisation and the community
7. Ability to maintain confidentiality at all times
8. White Card, or ability to obtain one
9. Current First Aid Certificate or ability to obtain.
10. Current valid unrestricted NSW Driver licence, minimum of Class "C" or equivalent.
11. Ability to hold all relevant security clearances including National Police Check and Working with Children clearance.
12. Current immunisations, including COVID-19 vaccinations, and willingness to participate in staff immunisation program.

Desirable

13. Current medium rigid driver's license

14. Trade building certificates or related qualification

15. Computer literacy, word processing and excel spreadsheet experience