



Maintenance and Project Supervisor

'Maintaining a unique array of built infrastructure'

Position Description

Responsible to:	Infrastructure Manager
Position title:	Maintenance and Project Supervisor
Location:	Natural and Built Environment Team
Grade:	BL4PMF
Hourly rate:	\$29.32
Status:	Permanent
Hours:	28

About CERES

CERES Community Environment Park is an award-winning, not-for-profit, environment park and urban farm located by the Merri Creek in East Brunswick, Melbourne. Once a landfill site and wasteland, today CERES is a thriving, vibrant community. With over 450,000 visitors a year, CERES is the most visited environmental centre in Australia.

About the Area

The CERES Habitat Team manages a diverse array of sustainable technology including a variety of energy generating systems, PV and wind, water treatment systems (storm water, rain water and grey water systems), waste management systems (recycling, landfill and compost). The Team also manages the CERES gardens, most major and minor projects including maintenance on buildings and educational exhibits.

One could say we are responsible for the health of the CERES organism.

Our Vision

Our vision is for everyone to fall in love with the Earth again.

CERES is a place for community-based learning and action. Through this, we create better ways of living together in five areas: environmental, social, economic, cultural and spiritual. You can read more about CERES, our educational programs and other social enterprises on our website: www.ceres.org.au.

Position Purpose

This is a leading hand role in the site maintenance team including some volunteer supervision.

- You will work on a variety of mediums including steel, timber, concrete and bluestone, paths, fencing and alternative building materials.
- Support the maintenance of other types of infrastructure such as renewable energy generation systems and water harvesting including storage.



Key Responsibilities

1. Specialist Skills

- Steel fabrication including welding.
- Timber and Masonry construction.
- Hard landscaping and Arboriculture.
- Plumbing and basic Mechanical maintenance.

2. Supervision and Other Duties

- Undertake regular and urgent maintenance tasks.
- Coordinate the implementation of projects with volunteers.
- Supervise volunteers including on the job training.
- Waste management.
- Coordinate the use & organisation of the workshop and recycled material storage yard.
- Maintain Tools & Equipment.
- Source ethical materials.
- Attend meetings, record keeping and minor administrative duties.
- Assist in the set up and pack down of public events in the park.

Workplace Health, Safety & Wellbeing

CERES is committed to providing a safe working environment, and enhancing the well-being of the CERES community. Staff and volunteers are responsible for each other's safety and wellbeing, including their own. They actively participate in WHS&W consultation processes, comply with safe work instructions or procedures, and identify and report hazards, incidents and 'near misses'.

Key Performance Outcomes

The performance of the Maintenance and Project Supervisor will be measured against delivery of agreed responsibilities outlined in the work plan and position description. Formal performance reviews are held annually.

Key Selection Criteria

Essential

1. A proven high level of skill and appropriate qualifications or experience in the areas of maintenance and construction.
2. A proven high level of skill and appropriate qualifications or experience in the area of metal fabrication.
3. Excellent people skills - demonstrated experience in working with and coordinating a wide spectrum of volunteers and ability to provide on the job training.
4. Knowledge and application of Occupational Health and Safety requirements relevant to site maintenance
5. Ability to work autonomously with minimal supervision and ability to work effectively within a team and with other areas of CERES
6. Apply high level organisational skills to maintain work areas in a safe, neat and functional manner
7. Demonstrated ability to produce and maintain accurate records
8. Current Victorian drivers license
9. Physically fit

CERES

Desirable

1. Clear understanding of implementation of environmentally and socially progressive projects
2. Elevated working platform (EWP) certificate
3. Chain saw ticket
4. Knowledge and experience in community / not for profit organisations