



Developing Community – Deepening Spirituality – Demonstrating Compassion

## POSITION DESCRIPTION

### Property Maintenance and Transport Supervisor

**POSITION TYPE:** Casual (4-8 hrs per week)

**MINISTRY FOCUS:** Developing Community

**APPOINTMENT:** Ministry Team Leader

**ACCOUNTABLE TO:** The Property Maintenance and Transport Supervisor is accountable to the Ministry Team Leader through the Office and Accounts Manager.

**AUTHORITY:** The Property Maintenance and Transport Supervisor has the authority to act and make decisions necessary to fulfil the key responsibilities listed below, subject to these limitations:

- Expenditure must be consistent with the adopted Budget, adhering to the Purchasing Policy & Procedures, and in times of financial constraint, in consultation with the Office and Accounts Manager.
- Compliance with appropriate government legislation, policies of Churches of Christ Victoria and Tasmania, and policies and guidelines of Northern Community Church of Christ and Northern Community CareWorks Ltd.

#### KEY RESPONSIBILITIES:

The Property Maintenance and Transport Supervisor will-

- Have responsibility for and oversee the maintenance of the church properties, including 81-91 High Street, Preston, and 48 Mendip Road, Reservoir
- Support the various activities of Northern Community Church of Christ and Northern Community CareWorks through the collection and delivery of materials as required for the carrying out of these ministry activities
- Provide oversight for volunteers and staff in the area of effective maintenance of the properties and activities
- Ensure the appropriate Occupational Health and Safety is upheld, including equipment maintenance and hygiene

As Transport Supervisor:

- Undertake all driving duties in a safe and responsible manner, obeying all current Victorian road rules;

- Conduct UTE, trailer and equipment inspections, reporting any issues immediately to Management;
- Maintain a servicing schedule for the UTE and trailer.
- Deliver and pick up items as required by Northern Community Church of Christ and Northern Community CareWorks;
- Ensure safe moving, loading and unloading practices onsite and off-site in accordance with the organisation's specifications using moving equipment where possible;
- Manage the Transport First Aid Kit in accordance with relevant NCCC Workplace Health and Safety guidelines.
- Ensure food donations are transported safely and appropriately.

#### As Property Maintenance Supervisor-

- Identify, report and manage maintenance works by conducting repairs where appropriate or in consultation with the Office and Accounts Manager, obtaining quotes and engaging contractors to perform repairs outside of own skills and abilities.
- Conduct regular hazard identification inspections and address safety issues to contribute towards safety improvement and practices.
- Work with the Office and Accounts Manager in giving recommendations for material purchases, repairs and maintenance schedules;
- Conduct regular and ad hoc maintenance works on and around the 81-91 High Street, Preston property, and as required at the 48 Mendip Road, Reservoir property.
- Engage with staff, volunteers and contractors in the regular, ad-hoc and emergency maintenance of the properties.
- Oversee the maintenance of the gardens and lawns, including general weed control and plant care
- Maintain Property Maintenance spaces, ensuring they are safe, clean and easy to access;
- Maintain Property Maintenance equipment, including cleaning, repair (either onsite or offsite), purchasing and maintenance in consultation with the Office and Accounts Manager;
- Manage Northern Community CareWorks' and Northern Community Church's Test and Tag regime, ensuring all electrical products are tagged on an appropriate schedule and tagging equipment is maintained and stock replenished;
- Able to identify hazardous materials, able to identify adequate storage for hazardous materials and provide relevant signage and safety data sheets;
- Manage the Workshop First Aid Kit in accordance with relevant NCCC Workplace Health and Safety guidelines.
- Opening and closing of premises and associated property security as required;

In addition to the above, the key responsibilities for the role of Property Maintenance and Transport Supervisor include:

#### **LEADERSHIP**

- Provide positive leadership while enacting best practices from the delivery and property maintenance areas;
- Provide feedback on best practice to the Office and Accounts Manager;
- Develop UTE procedures and policies and communicate any changes to all relevant Supervisors as negotiated with the Office and Accounts Manager;
- Develop Property Maintenance and Test and Tag procedures and policies, and communicate any changes to other Supervisors as negotiated with the Office and Accounts Manager;
- As appropriate, participate and contribute to monthly team meetings;
- Oversee area inductions for new participants and volunteers;

## **ADMINISTRATION**

- Ensure sign-in and sign-out practices are followed for volunteers;
- Provide reports and updates to the Office and Accounts Manager as required;
- Ensure that, wherever possible, upon vacating the position, the outgoing Transport gives a detailed handover to the Ministry Team Leader on responsibilities, processes, access to relevant logins and passwords, and pass on any other relevant documentation and information.

## **FINANCIAL**

- Ensuring the appropriate budgetary and expenditure information related to this activity is directed to Management or the Finance Team;
- Maintain primary responsibility for expenditure according to the Northern Community Church of Christ and Northern Community CareWorks Ltd.

## **POLICY & PROCEDURES**

- Abide by Northern Community Church of Christ's various Policies. Attend and participate in any WHS and Emergency Evacuation Training as well as report hazards, incidents and accidents in accordance with Northern Community Church of Christ's WHS Policy

## **QUALIFICATIONS**

- The holder of a current Australian Transport License;
- At least five years of driving experience and the ability to reverse a Ute towing a tandem trailer;
- Have a good driving record;
- Experience in supervision and training;
- Qualified in or able to gain a qualification in Test and Tagging;
- A good level of fitness and strength;
- Ability to work at height on ladders and on the roof of the property;
- Well presented, highly developed interpersonal skills, with the ability to relate to, delegate to and motivate a broad range of people;
- Demonstrable attention to detail, Work Health and Safety, and property maintenance with preferred experience in carpentry and joinery, and general handyperson repair;
- Ability to take the initiative and work autonomously as well as in a team setting, which includes volunteers and staff;

- Maintain confidentiality and the appropriate handling of sensitive information;
- Not easily flustered;
- Financially competent;
- Ability and commitment to self-care and personal development;
- A current Federal Police Check and a Working With Children Check.