

Position Description

Maintenance Officer

Our Vision	Safe and secure foundations for babies, toddlers and families
Our Role	We work with babies, toddlers and their families to nurture health and wellbeing through a range of early parenting programs and supports, and driving sector improvement through research, education and advocacy.
Our Values	Connection, Curiosity, Respect and Courage

We acknowledge the Traditional Custodians of the lands on which we work, live and play. We pay our respects to traditional owners' past, present. We acknowledge the ongoing connection that First Nations peoples have to lands, waterways and communities and recognise the importance of babies toddlers and children being connected to culture and kinship.

Introduction:

Tweddle Child & Family Health Service (Tweddle) is a specialist public hospital operating as an Early Parenting Centre (EPC) with the main sites located in Footscray and Wyndham, and additional outreach services in the Barwon region. We offer a range of early parenting programs - site based and in the community (including clients' homes) - to families who are experiencing difficulties with parenting their children up to the age of four. We deliver training and professional education on early parenting and participate in research with our academic partners. Babies, toddlers and children are at the heart of everything we do.

As a Child Safe Organisation all staff are expected to promote the safety, wellbeing and inclusion of all children. The responsibility for children's safety and protection is embedded within the organizational culture and reflected in policies and practices. Tweddle ensures that all staff members fulfil their legal obligations to respond and report any suspected incidence of child abuse.

More information is available at: www.tweddle.org.au

Position Summary:

As a key member of the Tweddle's Infrastructure and Support team, this role provides key operational support across facilities, maintenance and grounds management. This includes providing responses to basic repairs and the care and maintenance of all Tweddle assets.

The role of Maintenance Officer is to support the General Service Supervisor/Facilities Manager with allocated tasks and seeks to support the safe and efficient operations of all Tweddle sites.

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Maintenance and operational support will be achieved by:

- Assisting in the onsite support, repair and inspection of general facilities and site conditions (grounds, plant and equipment)
- Assist with coordination and monitoring of onsite contractors
- Assist with onsite asset relocation and set up (furniture moves and carry out duties in relation to the physical set up and maintenance and movement of furniture assets, workstations and equipment)
- Assist with Garden Maintenance and enhancement
- Maintain accurate documentation of all organisational assets (equipment, white goods, furniture and IT) and allocated resources as per organisational requirements and policies and procedures
- Ad hoc Facilities and Building repairs, improvements and maintenance and discussed and agreed.

The position requires the exercise of sound and practical judgement and ability to escalate issues relating to compliance and delays and to deliver to agreed timelines.

Key Requirements:

Essential Criteria	
▪ Demonstrated experience or competence in a similar role, including basic maintenance knowledge and experience ▪ Ability to be flexible, multi-task and operate in an environment with demanding workloads and time constraints ▪ Current Australian Drivers License	▪ Current Working with Children Check ▪ Consent to undertake National Police Record check ▪ Current Australian Work Rights ▪ Evidence of up-to-date immunisation schedule ▪ Current COVID-19 Vaccination preferred but not mandatory
Desired Criteria	
▪ Certificate III or IV equivalent in relevant trade or department	

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Key Position Objectives:

General Maintenance

- Ensure the satisfactory completion of General Maintenance and Building Requests via the organisation helpdesk, email and verbal request and following audit outcomes.
- Conduct weekly audits and checklists to ensure all assets maintained and safe.

Facilities and Asset Maintenance

- Ensure plant and equipment services are in excellent working order by monitoring the services:
- Regular servicing and checking of all plant and equipment including electrical, heating, cooling, refrigeration, ventilation, fire protection systems, water, sewerage and pumps, sump pumps, fans, boilers, hydraulics, lifts, communication, security systems, and switch rooms.
- Coordination of preventative maintenance works
- Regular auditing of security equipment including duress phones and spot checks on motor vehicles
- Coordinate, liaise and monitor all contractors as required for both urgent repairs and equipment break-downs

Contractor and Relationship Management

- Oversee all incoming and outgoing contractors and visitors in a timely and efficient manner

Team work

- Provide support to other team members to maintain service delivery where there are competing demands on time and resources.
- Proactive stewardship and use of resources
- Contribute to a positive workplace and a culture of learning. Brings a solution- orientated perspective to problems and a “can do” manner
- Communicate effectively and adaptively within the team

Professional Development

- Maintain professional knowledge base and attend relevant conferences, study days, formal study and/or readings.
- Participate in the Performance and Development Review process.

Quality and Risk

- Be accountable for high quality service provision ensuring positive experiences for families and optimal outcomes
- Maintain a safe environment for clients, self and other staff. This includes active contribution to a systems approach to minimise clinical risk and improve the safety of care.
- Report risks identified in a timely manner and support reducing risk recurrence by implementing preventable improvement strategies.
- Provide leadership and work in accordance with the NSQHS Standards.

Occupational Health and Safety

- Ensure staff and clients operate in a safe environment.
- Commit to own self-care and to building resilience.
- Maintain knowledge of Tweddle’s Occupational Health and Safety (OHS) policies and procedures.
- Utilise RiskMan to report incidents and near-misses and complete all fields

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General

- Actively participate in relevant meetings and forums.
- Perform your role and responsibilities in accordance with the Tweddle values.
- Work weekends and evenings as needed. There may also be a requirement to work across other clinical and community areas.
- Identify service improvement opportunities
- Tweddle services close down for the period of Christmas/New Year, and it is encouraged that all relevant staff take annual leave at this time.
- Please note that this position description may be modified to suit organisational demands.
- Ensure cultural competency by building and respecting client values

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