

POSITION DESCRIPTION

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| Position: | Maintenance and Project Officer |
| Hours: | 38 hours per week |
| Salary: | SCHADS Award Grade 4 Level 1-4 Full Time Base Salary \$67,383.68 to \$72,603.96 per annum |
| Terms of engagement: | Full Time |
| Location: | Lismore |
| Responsible to: | Maintenance Coordinator |
| Qualifications and Skills: | Essential Certificate in Carpentry Desirable Minimum 3 years' experience in maintenance work. This could include building, carpentry, plastering or other related trades |

Vision: *Inspiring People to Thrive.*

Benefits:

- CASPA actively supports staff to have a healthy work life balance
- Free gym membership to support your wellbeing as well as a fully established team of therapists and clinicians for your personal wellbeing support
- Access to internal and external training opportunities and workplace mentoring including you own team clinical supervision sessions every month.
- Great professional development opportunities for those who want career progression
- An Employee Assistance Program, a free and confidential counselling service
- An excellent end of year celebration to reward all carers and staff for their dedication and commitment to the role. Additionally, we promote team work and have a social approach to our work with lots of opportunities for connecting with each other for support.
- As a not-for-profit organisation, our employees are able to take advantage of salary packaging to receive up to \$15,900 of their salary tax-free, as well as additional meal and entertainment benefits

Advantage Salary Sacrificing – to find out more visit www.salary.com.au

Key Responsibilities:

- Collaborate with the Maintenance Coordinator in overseeing and coordinating internal and external projects, and develop a planned program of maintenance
- Provide both proactive and effective contracts administration which may include attending sites
- Maintenance of current properties, future properties and external agencies
- Liaising with sub-contractors on a needs basis
- Deliver strategies and action plans to rectify work issues
- Assist with on call duties and responsibilities
- Contribute to a proactive and positive team culture
- WHS responsibilities

DUTY STATEMENT

Position: Maintenance and Project Officer

Your main duties will be:

Maintenance of current properties (and future properties) and external agencies

- Painting, patching holes in plasterboard
- Joinery, carpentry, repairing furniture, doors, locks. Curtains, lights, equipment and other tasks which may arise
- Daily follow-up and prioritising of any matters raised by maintenance crew or cleaners
- Other general maintenance duties
- Moving of furniture, when required

Contribute to the work of CASPA and Organisation goals:

- Promote the profile of the organisation
- Work with other people in the organisation to develop the function of CASPA
- Uphold the sentiments of CASPA's vision and mission statements
- Use best practice principles when working with children and young people
- Effectively provide services to children and young people in an environment which is friendly and supports their life transitions focusing on strengths and abilities
- Use effective liaison and consultation within CASPA, the sector and the broader community
- Work within CASPA's therapeutic framework
- Develop and maintain good interagency relations/participation

Administration, report writing and compliance responsibilities

- Complete all documentation and communications in an accurate, professional and timely manner meeting legislative requirements and CASPA's expectations
- Comply with CASPA's organisational policies and procedures
- Microsoft software suite to be utilised for daily administrative and other tasks
- Utilise design software as applicable to build internal marketing materials

Contribute to a positive team culture

- Attend and positively participate in team meetings, group supervision and training
- Take responsibility for giving and receiving feedback within the team setting
- Uphold team decisions
- Use appropriate forums to discuss differences in work practices
- Utilise team peers to ensure best practice in client service provision
- Relate to other services in a professional manner and work collaboratively in the interests of young people

WHS responsibilities

- Understand, comply and observe the principles of the WHS Act
- Observe safe work practices
- Report hazards and incidents
- Work cooperatively with all staff to maintain a safe and secure environment

Other duties as required by the organisation

Selection Criteria

- Certificate/Licence qualifications in Carpentry
- General Construction (White Card)
- 3 years minimum experience in a building trades or similar role
- Demonstrated experience managing and coordinating construction/repair projects
- Knowledge within a not for profit community services setting

Working with Checks and Prohibited Employment Declarations and a Class C drivers licence are requirements for all child related employment.

I acknowledge that I fully understand the job description above and accept the duties of the position as stated.

Signed: Date:.....

Print Name