

Position Description

OVERVIEW

Title	Facilities Officer
Department	Shared Services
Reports To	Facilities Lead
Location	Doncaster East
Award and Classification	Onemda Association Ancillary Staff Collective Agreement 2008
Date Prepared	June 2022

PURPOSE

- Maintain Onemda's campus buildings, pool and transport assets, undertaking and completing a broad range of maintenance tasks.
- Provide support to the broader business by ensuring all consumables are stocked and available.
- Maintain Onemda's assets and environment at required standards ensuring safety for both staff and participants.

PARAMETERS

Key Internal Stakeholders	General Staff, Onemda clients and program participants
Key External Stakeholders	Contractors and suppliers

QUALIFICATIONS AND REGISTRATIONS

- Trade certificate or licence – preferred though not essential
- Current manual drivers' licence
- Light rigid drivers' licence
- Up to date COVID-19 Vaccination

KNOWLEDGE AND EXPERIENCE

- Experience in general building maintenance tasks, including plastering, basic carpentry, painting, plumbing, and ability to source materials and co-ordinate job completion
- Extensive knowledge across all trades to enable all maintenance tasks to be scoped, resourced and completed and/or so that appropriate contractor can be engaged to complete the task
- Experience in managing fleet vehicles including general vehicle maintenance, compliance checks and service scheduling
- Ability to work autonomously and self-manage priorities
- Work efficiently and effectively to resolve all maintenance requirements
- Strong communication skills and ability to work as part of a team
- Basic knowledge of Microsoft Office
- Demonstrated ability to work within Compliance/Workplace, Health and Safety requirements and Contractor Safety

CORE SKILLS

- Attention to detail and ability to work under pressure and to short deadlines without compromising WH&S standards
- Self-motivated with high work standards
- Exceptional building maintenance skills

- Ability and commitment to work in a team and take instruction
- Demonstrated ability to work with minimal supervision

MUTUAL COMMITMENTS

Equal Opportunity. Onemda is committed to being an equal opportunity employer, aiming to provide every employee with fair access to all workplace opportunities and benefits. In return, employees will treat each other fairly, without discrimination.

Diversity. Onemda welcomes and embraces diversity through providing safe, positive and nurturing environment which celebrates the rich dimensions and contributions of diversity contained within each individual.

Safety Screening. An offer of employment cannot be confirmed until the safety screening requirements have been conducted, assessed and clearance has been given.

The safety screening process incorporates the completion of the following:

- Criminal history check (crimcheck.org.au)
- Reference check (including, but not limited to, disciplinary action disclosure, confirmation of qualifications and training and an understanding of appropriate behaviors)
- Disability Worker Exclusion Scheme (DWES) check

Safeguards: Vulnerable people have the right to be and feel safe. Onemda has zero tolerance for any form of abuse.

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
Facilities Activities	<ul style="list-style-type: none"> • Check the maintenance portal daily to ensure all maintenance requests are acknowledged and actioned. • Attend different sites to meet contractors when required. • Ensure the pool water quality is tested and records maintained. • Conduct weekly visual inspections of the grounds/facilities to identify any damage and/or areas requiring repair/maintenance and report to the Facilities Lead. • Maintain all fixtures and fittings as required. • Report regularly to Facilities Lead and refer to Maintenance Task checklist for pending jobs. • Report all repairs requiring contractors to the Facilities Lead prior to engaging a contractor. • Maintain grounds appropriately, including regular mowing of lawns and keeping car park clean and general gardening maintenance. • Complete other maintenance duties as requested by Facilities Lead. • Oversee all repairs and ensure that work is completed on time and serviced to the highest possible standard. • Maintain all inventory and equipment and ensure proper storage.
Transport Fleet Maintenance	<ul style="list-style-type: none"> • Ensure the duty of care of all participants accessing Onemda's transport fleet is of the highest standard and not compromised in under any circumstance. • In line with the Bus Safety Act (Vic) you are to maintain a fleet register of all Onemda vehicles including: <ul style="list-style-type: none"> ➢ Management Information System (MIS) ➢ Maintenance Management System (MMS) ➢ Complete regular audits against the MMS and MIS ➢ Advise Transport Services Victoria (TSV) of any change in circumstances ➢ Report incidents to TSV Category 1,2,3 ➢ Daily vehicle checks at Doncaster East Campus ➢ Arrange safety inspections and maintenance regime ➢ Defect reports and clearance
Cleaning	<ul style="list-style-type: none"> • Undertake cleaning duties when rostered. • Carry out regular cleaning of all Onemda's transport vehicles. • Ensure cleaning materials and supplies are ordered and available for day-to-day requirements. • Conduct regular inspections to ensure Onemda's facilities are clean and maintained (i.e. Wiping windows, walls and desk areas and cleaning cobwebs etc..)
General Areas of Responsibility	<ul style="list-style-type: none"> • Work in a safe manner and adhere to safety instructions as outlined in the Onemda Association Work Health & Safety Policy, Emergency Management Plan and Induction Manual. • Maintain accurate records of Product Safety Data Sheets and inform any changes to Management. • Carry out roles and duties outlined in the Emergency Management Plan to ensure safe and effective evacuation of clients with fire and service evacuations. • Report immediately to the Facilities Lead any accident or incident involving injury or potential danger to staff and clients and accurately record such incidents according to the required procedures. • Treat all matters relating to participants and their families/carers in a confidential manner and treat all persons with dignity and respect.

KEY PERFORMANCE AREA	ACTIVITIES AND RESPONSIBILITIES
Culture	<ul style="list-style-type: none"> • Consistently live and demonstrate the Onemda Values – leadership, development, respect, welcoming, caring and supportive. • Ensure Onemda’s service provision is in accordance with the principles of social justice and with respect for the dignity and human rights of all persons. • Safeguard the positive culture of Onemda and identify and address any risks to the good reputation, caring culture and ethical standing of the organisation. • Adhere to the principles of The Victorian Charter of Human Rights 2006
Workplace Health and Safety	<ul style="list-style-type: none"> • Work in a safe manner and adhere to safety instructions as outlined in Onemda’s Policy and Procedure Manual and Emergency Management Plan. • Participate in regular safety checks, including fire drills, and contribute to the evaluation and review of such procedures. • Remain competent, physically able and informed in safe manual handling procedures. • Use program areas, vehicles, and equipment and program materials in a responsible and careful manner. An employee must not intentionally or recklessly interfere with, or abuse anything provided at the workplace.
Other Activities	Other activities and projects as reasonably directed.

_____ (Print Name of Staff Member) _____ (Staff Member Signature) ____/____/____ (Date)

_____ (Print Name of Manager) _____ (Manager Signature) ____/____/____ (Date)

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