

POSITION DESCRIPTION



Maintenance and Facilities Crew

This document is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire's Values form part of your success.

Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- Cire **Early Learning** supports children's services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

Our Values



Charter of Commitment to Child Safety

Cire Services is committed to creating a child safe organisation where all children and young people are safe and feel safe.

Cire Services has greater focus on safety for those children and young people who are considered more at risk to abuse and neglect.

Cire Services actively supports and facilitates participation and inclusion of Aboriginal children, children from culturally and/or linguistically diverse backgrounds (CALD), those who are unable to live at home, children with a disability and/or child from sexuality and gender diverse groups (LGBTQIA+).

OVERVIEW	
Title	Maintenance and Facilities Crew
Business Unit	Corporate
Department	Finance and Operations
Reports To	Facilities Manager
Primary Location	All sites
Award and Classification	Miscellaneous Award
Date Prepared	January 2023

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POSITION PURPOSE

The Maintenance and Facilities Crew ensures all Cire Services facilities and grounds are well presented, taking pride in their work and utilising their trade skills. The role supports key projects as well as cyclic maintenance activities.

PARAMETERS

Direct Reports	N/A
Key Internal Stakeholders	Executive Leadership Team, Management Team, Customer Service Assistants, Hub Coordinators, Senior Manager - People and Culture, Safety Manager, all staff
Key External Stakeholders	Students, children, families, suppliers, community
Key Challenges	<ol style="list-style-type: none">1. Supporting multiple sites across the Yarra Ranges2. Adapting to changing needs and requirements3. Prioritising business demands

QUALIFICATIONS AND CERTIFICATIONS

- Full Australian drivers licence
- Current Working with Children Check
- Clear Police Check
- Drivers accreditation desirable
- Right to work in Australia
- A trade qualification in carpentry, building or similar is highly desirable

KNOWLEDGE AND EXPERIENCE

- Experience and skilled in maintaining grounds and property
- Demonstrated sound and safe working knowledge of hand and power tools
- Experience undertaking general handyman tasks, repairs and maintenance to the interior and exterior of buildings
- Grounds and garden maintenance experience

CAPABILITIES

- Ability to safely and effectively utilise power tools
- Strong work ethic
- Sense of pride in efficiently completing work to a high standard
- Effective time management
- Work as part of a team and individually
- Follow instructions
- Effective communication and cooperation with tradespeople, suppliers and colleagues
- Strong understanding and practice of Occupational Health and Safety legislation
- Able to maintain administrative requirements

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Operational	<ul style="list-style-type: none"> • Building maintenance and repairs, including carpentry, plastering, plumbing and painting jobs, and other general tasks • Undertake all tasks associated with grounds and property maintenance including general cleaning, graffiti and rubbish removal, mowing and weeding • Assistance moving furniture, equipment classroom and function set up • Receive and assess maintenance requests in conjunction with the Safety Manager • Perform good quality corrective and preventative maintenance work • Ensure all equipment and machinery is maintained, stored securely and cleaned after, including PPE • Bring continuous improvement suggestions forward, with constructive participation at Tool Box Meetings 	<ul style="list-style-type: none"> • Works within the framework of the operations cyclic maintenance schedule • Follows instruction well and delivers to deadline • Work is completed to a high standard and is compliant to trade standards
Projects	<ul style="list-style-type: none"> • Support key projects, including but not limited to renovations, office relocations and playground development • Deliver professional advice and coach stakeholders through the process, costs and expected timelines • Provide regular updates to stakeholders • Utilise all team members to support project deliver • Ensure deadlines are met 	<ul style="list-style-type: none"> • Projects are delivered by deadline • Positive feedback from stakeholders • Activities comply with OH&S standards
Administration	<ul style="list-style-type: none"> • General administration updating maintenance database (Freshdesk) • Responding to emails, texts and phone calls • Updating and recording completion of cyclic maintenance/essential services registers • Promptly and accurately reports and record all incidents and accidents, hazards and near misses 	<ul style="list-style-type: none"> • Administration is completed accurately and in a timely manner
Teamwork	<ul style="list-style-type: none"> • Assist Bus Drivers with vehicle transport, as required • Demonstrate collaboration by sharing and supporting others with projects and tasks within the team • Seek advice from other members of the team as required • Support the team by undertaking work across all Cire sites 	<ul style="list-style-type: none"> • Positive feedback from other team members • Positive feedback from stakeholders • Positive reputation within Cire

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YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Customer Service	<ul style="list-style-type: none"> • Always be respectful and courteous to stakeholders • Provide task and project updates on a regular basis • Respond to requests within 24 hours 	<ul style="list-style-type: none"> • Positive feedback from other team members • Positive feedback from stakeholders
Values	<ul style="list-style-type: none"> • Demonstrate and work with: <ul style="list-style-type: none"> ○ Integrity; ○ Respect; and ○ Quality. 	<ul style="list-style-type: none"> • We do what we say, and we stay true to our values and commitments • We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise • We focus on providing high quality services across all aspects of our organisation
OH&S	<ul style="list-style-type: none"> • Maintain safe work practices with all duties carried out to comply with current Occupational Health and Safety Legislation and Cire Services Policy and Procedures • Operate equipment in a safe manner • Understand Worksafe requirements and act responsibly • Comply with OH&S standards and responsibilities • Report hazards and incidents immediately or within 24 hours at the latest • Regularly check the workplace for safety. • Ensure other employees are operating safely, and address unsafe practices. 	<ul style="list-style-type: none"> • Workplace incidents and hazards are addressed within the required timeframes • You operate safely at all times
Ad hoc	<ul style="list-style-type: none"> • Other duties and projects as reasonably directed from time to time 	<ul style="list-style-type: none"> • Demonstrated flexibility and adaptability to ad hoc requirements

I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

Employee name

Employee Signature

Date: