

Maintenance Coordinator

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Scope

This position description applies to the Maintenance Coordinator.

Definitions

Not Applicable.

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Role Description

The Maintenance Coordinator is responsible to oversee, co-ordinate, monitor and evaluate an efficient and effective preventative and corrective maintenance program for buildings, equipment and grounds at the facility.

Please note that to be classified as the Maintenance Coordinator requires formal appointment by the organisation.

Reporting Relationship

On a day to day basis this position shall report to the General Manager.

Indirect reports shall include other organisational management representatives.

Qualifications & Experience

Essential:

- General maintenance and gardening skills.
- Current Drivers License.
- Current National Police Certificate (or ability to acquire).

Desirable:

- Knowledge or experience in establishing and coordinating a maintenance program.
- Experience in maintenance and horticulture management.
- An accredited trade certificate relevant to the position.
- An accredited testing and tagging certificate.
- Experience in residential aged care or similar business.

Key Duties & Responsibilities

- Coordinate the maintenance of an up to date asset register.
- Manage the refurbishment, equipment replacement and capital works planning.
- Identify preventative maintenance requirements and document a schedule for same.
- Ensure preventative maintenance and corrective action according to legal requirements and documented schedule, including requirements for essential services.
- Oversee external contract agreements and on-site works.
- Manage records of the maintenance program.
- Ensure adequate stock items for regular corrective maintenance jobs.
- Oversee the maintenance of neat, tidy and safe grounds, including watering.
- Ensure high quality standards in resident rooms and public areas are maintained.
- Oversee testing and tagging at the facility (perform the task if suitably qualified).
- Assist the General Manager with the fire and evacuation plan at the facility, and provide basic training with new staff as required.
- Ensure company owned vehicles are kept clean and tidy and serviced in accordance with the service maintenance schedule.
- Perform an on-call service at times that maintenance are not on duty at the facility as directed by the General Manager.
- Any other task not defined but within the employees skills, as directed by the organisation.

Performance Outcomes

- Evidence of contribution to planning and maintaining an up to date asset register.
- Evidence of preventative maintenance and corrective action scheduled.
- Evidence of maintenance according to schedule and buildings and grounds are visually neat and tidy, with no obvious safety issues.
- Prompt follow up of maintenance requests.
- Evidence of current service agreements, follow up of non-conformances and evaluation prior to renewal.
- Maintenance service within budget, or justifiable variances.
- Resident satisfaction

Selection Criteria

1. The ability to work both unsupervised and as part of a team and liaise effectively and professionally with residents, staff, visitors, suppliers and their representatives.
2. Experience in the safe operation and maintenance of medium complexity mechanical plant.
3. Experience in chemical handling and application practice.
4. Understanding of quality control processes, materials and equipment cost estimating.
5. Experience in landscape construction and grounds maintenance.

Mission, Vision & Core Values

It is a condition of employment that each employee will, at all times, uphold our organisation's mission, vision and core values:

- **Mission:** To provide innovative, integrated and individualised community health solutions.
- **Vision:** Consumers will prefer our organisation for the provision of services. People will enjoy, and be proud to work for our organisation. We will be indispensable to the communities in which we exist. Our facilities will be social hubs where communities meet and interact. We will be progressive and innovative leaders in the health industry.
- **Core Values:** **Teamwork:** we value each other; we are compassionate; we are efficient and competent team members. **Respect:** we treat all people with fairness and dignity; we appreciate opinions and acknowledge different views; we dress, act and behave professionally; we celebrate diversity and are non-judgemental. **Trust:** we are reliable and committed; we adhere to our values; we don't gossip or undermine each other. **Honesty:** we are open, transparent and truthful in all our communications; we are fair and sincere when dealing with others. **Care:** we care for, protect and support the aged; we care for and support each other; we care for and advocate for our local communities. **Quality:** we continuously improve; we are diligent and thoughtful in our work; we present ourselves professionally to the public.

Professional Conduct

- Unless directed otherwise, perform the duties of the position according to the organisation's policies and procedures, as varied from time to time.
- Comply with all reasonable and lawful requests or directions given by the organisation.
- Promote the organisation's values, reputation and integrity.
- Ensure a high standard of personal appearance and conduct: that is, clean, neat, tidy, punctual, and respectful language and manner toward residents, visitors and other employees.
- At NO TIME must information related to a resident, family or other employee be discussed with anyone other than the relevant individual or professional providing care.
- Ensure a flexible and enthusiastic attitude toward undertaking a variety of tasks, and demonstrated commitment to ongoing quality, with a team approach is expected.
- Report all incidences of suspected or actual abuse of residents and participate fully in the investigation of such incidences. This includes but is not limited to physical, sexual, financial, verbal or emotional abuse.
- Nursing employees must, at all times, adhere to the Australian Health Practitioner Regulation Agency's codes and guidelines for nurses.

Workplace Health & Safety

- Perform the duties of the position according to applicable workplace health and safety legislation and regulations by complying with the organisation's policies and procedures.
- Participate in the identification, risk management and infection control programs and contribute to a clean, safe and healthy work environment to ensure the safety of residents, visitors, other employees and self.

- Report immediately, any equipment or situation which is hazardous, or has the potential to be a safety issue.
- Participate in problem solving processes to resolve workplace health and safety and infection control issues.

Quality Improvement

- Provide competent care in accordance with the organisation's policies and procedures, and legislative requirements relevant to the role.
- Complete an Improvement Form when there is an identified need to improve.
- Actively participate and contribute to quality activities which promote quality improvement to care provided, such as, follow up of Improvement Forms, attendance at staff meetings, ongoing education, internal assessments, review of procedures, and evaluation of new products and equipment.

Ongoing Education & Development

- Attend annual mandatory training as required by the organisation, including but not limited to, manual handling, emergency procedures, and infection control.
- Participate in non-mandatory training as provided from time to time at the facility or via the Aged Care Channel online.
- Regularly read work emails and staff notice boards at the facility to remain up-to-date with the organisation's communication including staff memos.
- Membership of relevant professional groups and or associations is recommended.
- The organisation is committed to a program of on-going performance appraisals for each employee. Each employee is required to undertake performance appraisals as required by the organisation.
- Work toward annual training objectives following annual appraisal to ensure skills and knowledge remain up-to-date to fulfill role.

References/Resources

Not Applicable.