Job Description

Position Title:	**Maintenance Assistant**
Position Number:	N016
Department:	Support Services
Section(s):	Support Services
Award:	Contract
Award Level/Salary Range:	

Approval	
Signature of CEO:	*Signed Copy on File*
Approval Date:	July 2017
Date of Effect:	July 2017

POSITION OBJECTIVES

- To assist with maintenance and handyman duties including those relating to various events.

DUTIES AND RESPONSIBILITIES

Maintenance

- Provide day-to-day assistance with general maintenance and handyman duties as requested by the N008 Maintenance Officer (the "MO") or the N002 Executive Manager of Support Services (the "EMSS")
- Provide assistance with shelter and grounds presentation including but not limited to, cleaning paths, polishing floors, cleaning glass doors and windows, removal of spider webs etc
- Assist with the general gardening and upkeep of the training yards.
- In the absence of the cleaning contractors, provide assistance with cleaning.

Events participation

From time to time RSPCA ACT organises and participates in events that require preparing and moving event items to and from different areas in the shelter or from the shelter to other sites in Canberra, and back again after the event. These events may run on a weekend. They generally require some heavy lifting.

Other

- Any other reasonable duties as requested by the EMSS or the MO.

ORGANISATIONAL RELATIONSHIP

- The occupant of the position reports directly to the EMSS.
- The occupant of the position takes day-to-day direction from the MO.

FINANCIAL DELEGATIONS AND AUTHORITIES

- Nil

QUALIFICATIONS & PERSONAL ATTRIBUTES

Qualifications & Experience

Essential

- Ability to perform physical tasks such as climbing ladders and working on roofs.
- At least two years' employment experience.
- Familiarity with various types of electrical and manual tools and equipment.
- Ability to understand and follow policies and processes.
- Manual driver licence.

Desirable

- Sound understanding or ability to acquire understanding of and commitment to EEO and OHS principles and practices.

Personal Attributes

- Values in line with RSPCA ACT's mission: the prevention to cruelty to animals
- Good interpersonal skills, including the ability to interact with a diversity of individuals from both within and outside RSPCA ACT.
- High degree of motivation and demonstrated ability to work well as part of a team, but also to work independently, with minimum supervision when required.
- Organisational skills; ability to work under pressure, prioritise work and to meet set deadlines.
- Attention to detail and a high level of accuracy.
- Ability to establish and maintain confidentiality in dealing with issues of a sensitive nature.
- Honest, resilient, reliable and willing to take direction.

CONDITIONS OF EMPLOYMENT

- Detailed conditions of employment are set out in the occupant's letter of engagement, the award and any other document referred to in relevant industrial relations laws.
- Approval for overtime must be given by the EMSS prior to being worked.

WORKING ENVIRONMENT AND RSPCA EXPECTATIONS

- There is a slight possibility of exposure to
  - infectious organisms
  - animal waste
  - allergens
  - chemical materials requiring OHS Material Safety Data Sheets
  - hostile persons
  - vicious animals.
- You need to be willing to work weekends and public holidays on occasion.
- You will be expected to maintain a neat and well-groomed personal appearance.
- From time to time you may be required to attend staff training sessions and staff meetings.

- You must demonstrate a commitment to maintaining a safe and healthy site environment for staff, clients and visitors.
- You will be expected to implement and promote the policies and positions of RSPCA.
- You need to demonstrate cooperative work practices and make a contribution to a positive culture.
- You will need to be physically fit and able to lift up to 20kgs.

SELECTION CRITERIA

1. Provide details of your previous experience in maintenance work, including examples of various types of electrical and manual tools and equipment that you have used.
2. Please write a statement explaining why we should employ you. To assist in preparing your statement, some things we would like to know about you are: why you want to work for us, your teamwork and people skills, how you have shown initiative, and how you communicate effectively with others.

DOCUMENT CONTROL

Version Number: 2.0

Future Review Date: July 2018

Position History

Date	Title/Version	Notes
January 2017	Maintenance Assistant/Cleaner	New Position
July 2017	Maintenance Assistant	Title change as cleaner contractors are currently in place. Duties updated.