

Volunteer Position Description

Position: Maintenance Assistant

Volunteers' Coordinator	
Name:	Rebecca Smith
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Department: Maintenance

Location: 12 Kirkpatrick Street Weston (off Cotter Road), ACT, 2611, Australia

Hours: Varies with a minimum of 2 hours per week.

About the Position:

The role of maintenance assistant is critical to ensure the RSPCA ACT buildings, grounds and assets are well maintained and presentable, within budgetary constraints.

Key Duties

- Assisting the maintenance officer to carry out maintenance activities around the shelter, including, but not limited to:
 - Building maintenance and cleaning;
 - Gardening;
 - General handyman work.

Skills & Qualities

- Ability to operate various types of power tools and machinery;
- Knowledge of various cleaning methods and use of equipment;
- Ability to perform physical tasks such as climbing ladders;
- Ability to understand and follow policies and processes;
- Ability to adhere to and follow WHS principles and practices.

Personal Attributes

- Positive and upbeat attitude
- Willingness to take direction
- Attention to detail

Benefits

- Participating in a worthwhile cause

Mission

To prevent cruelty to animals by actively promoting their care and protection.

Vision

To be the leading authority in animal care and protection.

About RSPCA ACT

RSPCA ACT cares for 4,000 companion and approx. 500 native animals each year. Our Canberra shelter is a leader in animal welfare outcomes in Australia. We are committed to finding a home for every healthy companion animal and we have no time limits, age limits, or space limits for animals in our care.

RSPCA ACT operates an animal shelter, an animal cruelty inspectorate, a fully equipped veterinary clinic, a pet supply store, dog training classes a cat boarding facility and programs to support vulnerable members of the community. We are supported by dedicated staff and hundreds of volunteers who work to improve the lives of animals in the region.

Induction and training

- RSPCA Volunteer Induction
- Area specific training with a member of staff

Additional requirements

- Uniform Compliance
- Working with Vulnerable People Registration
- Six month commitment to volunteering with the RSPCA

Maintenance Support – Task Analysis

The role of maintenance support is physically demanding requiring a high degree of physical activity including, but not limited to, lifting, bending, sitting, reaching and squatting. Occupants must be able to work independently and with minimal supervision. Tasks could include:

Description	Requirement	Regularly/irregularly
Manual Handling	1. Lifting 0-10kg	Regularly
	2. Bending	Regularly
	3. Squatting	Regularly
	4. Reaching	Regularly
Work Environment	5. Works indoors	Regularly
	6. Works outdoors	Regularly
	7. Exposure to chemicals	Regularly
	8. Exposure to biological hazards	Irregularly
	9. Requirement to wear personal protective equipment (PPE)	Regularly
	10. Exposure to psychosocial risks	Regularly