Job Description

Maintenance worker

Department	**Support Services**
Responsible to	**Facility Manager**
Purpose of Position	**To ensure the garden are maintained and well-kept; and to ensure the overall maintenance of the Facility.**

KEY ACCOUNTABILITIES

Maintenance of General Building, Machinery, Equipment, Fittings & Fixtures

- Keep all guttering free from debris.
- Maintain requirements for the Code of Compliance Cert e.g., clear fire exits
- Ensure that all equipment and machinery is maintained in a safe and functional condition.
- Faulty machinery and equipment is reported, repaired in a timely manner.
- Faulty machinery and equipment that requires off-site tradesperson repair, is reported to the FM to approve tradesperson referral, then contact tradesperson as appropriate.
- Prompt action for any signs of vermin.
- Keep windows cleaned (outside)
- Maintain all facility equipment.
- Develop and maintain an auditable trail of repairs, maintenance and cleaning schedules.
- Awareness of Occupational Safety & Health Regulations and adhering to these.

Communication and Compliance

- Working collaboratively, courteously, reliably and respectfully with other facility team members.
- Ensure appropriate upward reporting to the FM, sharing all relevant information in a timely manner.
- Maintain all Occupational Safety & Health Regulations and adhering to these in all work situations, ensuring own Health & Safety at all times as well as others.
- Be aware of and adhere to the provisions of any other relevant acts and regulations.
- Ensure protective equipment worn when spraying, using noisy equipment and in the sun.
- Be aware of and support all resident safety and their privacy while undertaking or directing maintenance and repairs in their rooms or living spaces.

- Work with the Clinical & Quality Coordinator to ensure that all maintenance/ grounds person audit requirements are met and reported.

QUALIFICATIONS AND EXPERIENCE

- Previous experience in a similar role is preferred but not essential.
- Excellent knowledge of gardening and plants
- Passion for the environment
- The ideal candidate will be physically fit as this position may involve heavy lifting and is based outdoors
- Background in building or renovating an advantage
- Handyman skills
- Knowledge of / understanding of Aged Care Sector

SKILLS, KNOWLEDGE AND ABILITIES

- Self-motivated with a 'can do' attitude
- We are looking for someone who can work unsupervised, is self-motivated and has a 'can do' attitude.
- Able to give, listen and follow instructions
- Ability to apply initiative, prioritise and work unsupervised
- Good problem solving
- Empathy with and respect of the elderly
- Conscientiousness, thoroughness and industriousness.
- Excellent communication skills
- A high standard of personal integrity, discretion and tact, maintaining confidentiality
- High work standards

GENERAL RESPONSIBILITIES AS A PROMISIA EMPLOYEE

Te Tiriti O Waitangi

- Promisia is committed to its obligations under Te Tiriti O Waitangi. As an employee you are required to live out the principles through all you do at work. These principles are Equity, Partnership, Tino Rangatiratanga (autonomy or independence), Options and Protection.

Professional Responsibilities

- At Promisia, we put our Residents first which means we need to always be professionally responsible. It is every employee's responsibility to ensure they maintain professional registration, keep themselves upskilled and that they are working to best practices.

Confidentiality

- As an employee, you must adhere to the Privacy Act 1993 and the Health Information Privacy Code 1994 as well as its subsequent amendments relating to the non-disclosure of information. Simply put, we treat all personal information of our residents, applicants and staff strictly confidential.

Health & Safety

- Every employee has a responsibility of Health and Safety towards themselves, colleagues and most importantly, our Residents. It means working safely, reporting any risks, adverse events or near misses and support initiatives that minimise risks. Always wear your name badge and report any suspicious activity immediately.
- We are a smoke free organisation and smoking is not permitted within the facility.

AGREEMENT

As an employee of Promisia, I agree that:

- I will undertake and perform my duties and tasks identified in this Job Description and as reasonably requested by my employer.
- I will adhere to all our Policies and Procedures.
- I will live out our organisational values and the principles under Te Tiriti O Waitangi in my role.



Employee name: _____

Employee Signature: _____

Date: _____

Manager name: _____

Manager Signature: _____

Date: _____