

# EMPLOYMENT OPPORTUNITY

## MAINTENANCE OFFICER

5 days per week (hours flexible)

Tenancy & Property Services

Based at Lime Street, East Perth

Level 3 (commencing salary \$52,796 p/a pro rata)

**The Tenancy & Property Services team is responsible for managing St Bart's housing portfolio. We act in the role of landlord and work with tenants to maintain long term, sustainable tenancies. The team is also responsible for facilitating the completion of maintenance and upkeep of all properties managed by St Bart's.**

### *This Opportunity*

The Tenancy and Property Services team is seeking a Maintenance Officer to join the team in an ongoing capacity. We are looking for someone who has experience in the completion of minor repair and maintenance tasks that can be undertaken without the need for a tradesperson. The Maintenance Officer is also responsible for the completion of garden and ground maintenance, external cleaning and may assist with the removal of hazardous materials from residences.

The Maintenance Officer will have demonstrated experience in a similar role. They will be organised and have the capacity to work independently and manage their own time. Work will be completed at our Lime Street building as well as at properties in the community. A drivers license and the ability to operate a commercial van is an essential requirement.

The successful applicant will be a good communicator and will be able to deal appropriately with clients, contractors and St Bart's staff.

This role is available for an immediate start. Suitable applicants will be interviewed as they present themselves so please apply without delay!

### *What We Offer*

We offer a supportive working environment and a competitive salary as well as access to attractive salary sacrifice benefits. Professional development is encouraged and all staff have access to a comprehensive in-house training program.

### *How to Apply*

Please visit [www.stbarts.org.au/employment](http://www.stbarts.org.au/employment) and review the Job Description for this vacancy. In order to apply, please submit:

- Completed Job Application Form (on our website)
- Resume
- Statement detailing why you are the best applicant for this position

**Applications should be emailed to Shani Jarvis [hr.coordinator@stbarts.org.au](mailto:hr.coordinator@stbarts.org.au)**

### *More Information*

For queries about the application process please contact

**Shani Jarvis** [hr.coordinator@stbarts.org.au](mailto:hr.coordinator@stbarts.org.au) or 9323 5185

For queries about the position please contact

**Iain Reid** [Coordinator.Housing@stbarts.org.au](mailto:Coordinator.Housing@stbarts.org.au) or 9323 5173

**Applicant shortlisting will start immediately—APPLY WITHOUT DELAY**  
**Final applications to be received by 4pm 6th December 2017**



**St. Bartholomew's House**  
Reconnecting lives.

## **JOB DESCRIPTION**

<b>Job Title:</b>	Maintenance Officer
<b>Area of work:</b>	Tenancy and Property Services
<b>Location:</b>	East Perth
<b>Reports to:</b>	Tenancy and Property Services Manager
<b>Relationships:</b>	General Manager Operations; Tenancy and Property Services team; SBH staff; clients; contractors

### **Organisation**

St Bartholomew's House helps people who are homeless or at risk of homelessness achieve positive life outcomes.

### **Our Values**

St Bartholomew's House provides community based support, accommodation and assistance to homeless individuals, and establish collaborate partnerships with individuals and other organisations to eliminate or reduce homelessness.

#### ***Empowerment***

We create a community where everyone believes they have the ability to make a difference

#### ***Innovation***

We foster an environment where creativity thrives

#### ***Commitment***

We have the courage & the determination to make it happen.

#### ***Collaboration***

We work together to achieve shared goals

#### ***Social Justice***

We believe everyone has the right to equitable treatment, dignity & compassion

## **Operations Team**

The Operations Team takes in the areas of Finance, HR & Compliance, Tenancy and Property Services and Commercial Services. The Operations Team supports program areas and staff to deliver services to clients, working towards achieving our Mission to assist the homeless of today and act to prevent the homelessness of tomorrow.

### ***Tenancy & Property Services***

The Tenancy & Property Services team is responsible for managing St Bart's housing portfolio. We act in the role of landlord and work with tenants to maintain long term, sustainable tenancies. The team is also responsible for facilitating the completion of maintenance and upkeep at all properties managed by St Bart's.

### **Position Description**

The Maintenance Officer works under the direction of the Tenancy and Property Services Manager and will work mainly at Lime Street but also at properties in the community. The overall purpose of the role is to undertake regular upkeep of St Bart's properties and vehicles and act as a first point of contact to assess minor maintenance requests. The role is responsible for completing tasks that do not require the services of a licensed tradesperson.

### **Job Criteria:**

- Minimum Year 10 Certificate but appropriate trade experience, trade qualification, or progress towards, is desirable
- Demonstrated experience and ability to perform minor domestic and general maintenance tasks, including basic painting, plumbing, carpentry, minor repairs to equipment and the maintenance of large area grounds and gardens
- Knowledge of occupational health & safety regulations and practices and relevant standards
- Good time management skills, including the ability to prioritise and follow through on tasks effectively
- Understanding of issues related to homelessness and alcohol and drug dependency
- Demonstrated good interpersonal, written, verbal and organisational skills
- Basic computer skills and experience
- Current valid WA drivers licence (Class C)
- Applied First Aid (with at least four months validity)
- Police clearance certificate (not more than three months old)

### **Example of key duties**


- Proactively identify and respond to minor domestic and general maintenance requirements in a timely manner
- Undertake preventative servicing of property and vehicles, in order to minimise reactive maintenance
- Undertake external cleaning functions as directed, including routine cleaning to the outside of the buildings such as the removal of cobwebs and spiders from external walls and windows
- Assist with furniture transfers & deliveries including to multiple floors via stairwells
- Liaise with external contractors as required, ensure Delegations Policy is complied with at all times

- Rubbish collections, house and yard clearances as directed
- Occasionally assists with demolition of kitchens, bathrooms and laundries prior to refurbishment
- Assists with hazardous material clean up – removal of decomposing food stuff/rubbish; removal of contaminated bedding & furniture, removal of contaminants, collection & disposal of used drug paraphernalia
- Assist with initial clean of infested units prior to commercial cleaning

**Examples of skills required**

- Confident driver with the ability to operate a commercial delivery van
- Ability to show initiative and good problem solving skills
- Previous experience in manual handling and a good understanding of St Bart's policies
- Ability to deal with challenging behavior
- Ability to liaise with clients, contractors, service providers
- Ability to work unsupervised and as part of a team
- Experience in working with disadvantaged and elderly people is desirable

This document is an accurate statement of the job description of this position.

Signed:  \_\_\_\_\_

Print Name:     R. Wilton    

**GM Operations – November 2017**

Employee Declaration

I have read and understood the content of this job description. I acknowledge that I am employed to fulfil this role. I understand that this job description details the skills and capabilities required for the role and that the duties listed are not exhaustive and are provided as examples only.

Signed: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

