

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

The Maintenance Assistants at RSPCA ACT plays a crucial role in ensuring the smooth operation and upkeep of our facilities. This position involves performing routine maintenance tasks, assisting with repairs, and supporting the overall team to provide a safe and functional environment for our staff, volunteers, and animals.

DUTIES AND RESPONSIBILITIES

Maintenance

- Provide day-to-day assistance with general maintenance and handyman duties as requested, within skillset, by the N002 Executive Manager Business & Support Services (the “EMBSS”). Includes:
 - Minor property repairs (i.e. light bulbs, door hinges, painting, installing shelves repairing enclosures, unblocking drains, changing tap washers etc).
 - Assist with the management of maintenance supplies and inventory.
 - Proactively inspect grounds, facilities, and equipment to identify and address maintenance needs.
 - Plan, schedule, and coordinate scheduled maintenance and major repairs.
- 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 grounds including but not limited to mowing, whipper-snipping, weeding, trimming.
- Maintain accurate records of maintenance activities and report any issues to the EMBSS.
- 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:

- Support in the setup and breakdown of events and activities including transport, some lifting and liaison with external contractors
- These events may run on a weekend. They generally require some heavy lifting.

Other

- Any other reasonable duties as requested by the EMSS or RSPCA ACT Leadership team.

ORGANISATIONAL RELATIONSHIP

- The occupant of the position reports directly to the EMBSS.

FINANCIAL DELEGATIONS AND AUTHORITIES

- Nil

QUALIFICATIONS & PERSONAL ATTRIBUTES

Qualifications & Experience

Essential

- High school diploma or equivalent.
- Previous experience in maintenance or a related field is preferred.
- Basic knowledge of plumbing, electrical, carpentry, and general repair skills.
- Ability to use hand and power tools safely and effectively.
- Strong problem-solving skills and attention to detail.
- Good communication and teamwork abilities.
- Ability to work independently and manage time efficiently.
- Physical ability to perform manual labour, including lifting heavy objects and working in various weather conditions.
- Current manual drivers licence
- Strong understanding and respect of Workplace Health and Safety requirements.

Desirable

- Sound understanding or ability to acquire understanding of and commitment to Respect@Work, Cultural Awareness and EEO 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.
- Organisational skills; ability to work under pressure, prioritise work and to meet set deadlines.
- 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 EMBSS 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 will 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.

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: 3.0
Future Review Date: July 2027

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.
November 2024	Maintenance Assistant	Update to duties and desirable criteria