

Maintenance Officer

New College UNSW

Position Description

Job description

1. Role Outline

The role of the Maintenance Officer/handyman involves general day-to-day repairs and maintenance of two residential student colleges, New College and New College Village. The applicant will require experience in maintenance and handyman duties as well as a commitment to the goals and purposes of both colleges as an Anglican residential institution offering accommodation to university students at UNSW.

The maintenance staff work closely with the cleaning and administration staff to provide clean and attractive accommodation for the students who reside at the college and any casual guests.

2. Specific Responsibilities

Specific responsibilities include:

- General handyman repairs - these will include, but are not limited to patching and painting, replacement of light globes, minor carpentry repairs, door hardware repairs, wall and floor tiling repairs, minor plumbing repairs, minor roof and gutter repairs, general labouring, removal and disposal of rubbish, mowing and trimming of lawn and weeding.
- Assist the Maintenance Supervisor in the purchase of materials and managing the storage and use of these items across the Colleges.
- Act as a point of contact for repairs and maintenance issues between the College and other service providers such as contractors eg locksmiths, plumbers and electricians, UNSW Security and UNSW Facilities Management Services.
- Conduct regular inspections of College premises and if any repairs are to be undertaken, ensure work is carried out to amend issues in an effective and timely manner.
- Provide assistance in the preparation of rooms for meetings and conferences. This will include, but is not limited to, the setting up of the rooms with furniture and equipment.
- Ensuring the maintenance equipment is used in the correct manner according to its functions, and that equipment is maintained in a safe condition by reporting defects to the Maintenance Supervisor as soon as possible.
- Assisting in the general safety/security of the building by reporting immediately to the person in charge any equipment that has malfunctioned, electric light bulbs that have failed, hazards such as slippery floors or stairs, and the failure of locks on doors, that are encountered during maintenance operations.
- Maintaining all repairs, health and safety and legal documentation as required.

- Being fully aware of and compliant with College security, fire regulations and all other aspects of health and safety.

As well, you will need to understand that:

- Your job title does not define or limit your duties and that you may be required from time to time to carry out other work consistent with your role at your supervisor's request.
- We also reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

3. Reporting Relationships

This position reports to the Maintenance Supervisor. It is also expected that strong professional working relationships will be maintained with all College staff and a courteous and helpful manner with residents and guests.

4. Selection Criteria

- Relevant qualifications or training in building maintenance or relevant general building experience
- Excellent interpersonal, written and verbal communication skills
- Ability to work independently with minimal supervision and to work productively as part of a team
- Proficiency in basic computing skills including word processing, internet and email
- Knowledge health and safety responsibilities and commitment to attending relevant health and safety training
- Police checks
- WWC Certificate
- COVID Vaccination Certificate

5. Performance Criteria

The Maintenance Officer will have performed their roles if:

- A clean, safe and functional College environment is maintained
- Residents and casual guests enjoy well maintained accommodation
- Repairs and improvements to the common areas and living spaces is properly carried out in a timely manner
- A safe and healthy work environment is made available to employees of the College

Application Deadline: 23rd June 2022

Job Types: Full-time, Permanent

Salary: \$47,625.00 – \$85,136.00 per year

COVID-19 considerations:

Only applicants that can provide a fully vaccinated certificate or medically exempt documentation will be accepted.

All staff are required to wear masks whilst working on the college premises and sanitise their hands every time they enter the buildings