**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **POSITION TITLE:****ORGANISATION DIVISION:****WORK LOCATION:****CURRENT OCCUPANT:****RESPONSIBLE TO:** | Maintenance TechnicianCorporate ServicesCarlton and other metropolitan locations3–4 month temporary position (0.6 FTE) Building and Facilities Officer |

1. **POSITION SUMMARY**

Reporting to the Building and Facilities Officer, the Maintenance Technician will be responsible for providing high quality and effective client services, including:

* providing on-site technical support as directed to ACO staff across all locations in relation to facilities & infrastructure;
* monitoring the performance of facilities & infrastructure, working closely with the Building and Facilities Officer to support the rollout and maintenance of ACO’s facilities infrastructure and fleet asset base.
1. **KEY RESPONSIBILITIES**

Specific responsibilities of the role:

* provide on-site support, as directed, to ACO staff across all locations in relation to facilities & infrastructure;
* regular Occupational Health & Safety (OHS) and other health-checks at all ACO locations in accordance with relevant programs of work and making recommendations for asset repair or replacement;
* onsite supplier liaison and oversight, including coordinating and reporting on routine maintenance of all facilities, vehicles, plant and equipment in accordance with the maintenance schedule;
* respond and monitor helpdesk tickets in relation to facilities & infrastructure issues and report on key trends;
* provide support to the Building and Facilities Officer as required;
* work in accordance with Safe Working Practices (SWP) set by the ACO from time-to-time and support the enforcement of policies, systems and controls in relation to facilities, fleet and infrastructure at the ACO;
* out of hours support as required;
* any other duties as directed by the Building and Facilities Officer.
1. **KEY SELECTION CRITERIA**

* a trade or equivalent qualification or strong hands-on practical experience;
* an awareness of relevant legislation, including OHS and building regulations;
* a technical and logical thought process and an ability to complete minor repair works within agreed frameworks;
* a keen eye for detail;
* willingness to work across a broad range of tasks, including but not limited to general building maintenance;
* well-developed interpersonal and verbal communication skills and capacity to respectfully liaise with people at different levels both internally and externally;
* excellent organisational skills and ability to manage multiple tasks and prioritise workload, whilst consistently delivering positive outcomes;
* capacity to work autonomously but also as a part of a team;
* proficient in the use of Microsoft Office suite;
* holds a current Victorian driving licence with no endorsements.
1. **ENVIRONMENTAL, HEALTH & SAFETY RESPONSIBILITIES**

All ACO staff are responsible for observing and practicing safe work practices and procedures, including:

* taking reasonable care for the safety of self and others
* ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor
* seeking guidance for all new or modified work procedures
* participating in meetings, training and other health and safety activities
* wearing personal protective equipment as provided
* using equipment in compliance with relevant guidelines, without wilful interference or misuse
* adopting work practices that support OHS programs.
1. **ORGANISATIONAL RELATIONSHIPS**

Reports to: Building and Facilities Officer.

Direct reports: None

Internal Liaisons: Chief Executive Officer

 Executive General Manager Finance & Corporate Services Leadership Team

 Business Improvement and Risk Manager

 Technical Officer – Business Technologies

ACO and NVRI staff

External Liaisons: Contractors and suppliers