

# Position Description

<b>POSITION TITLE</b>	Mobile Maintenance Team Leader, Community Housing Maintenance
<b>POSITION NUMBER</b>	103632
<b>AWARD</b>	Local Government Industry Award
<b>CLASSIFICATION</b>	Level 5
<b>POSITION TYPE</b>	Fixed Term, Full Time (38 hours per week)
<b>DIRECTORATE/PROGRAM</b>	Council Services / Remote Housing Repairs and Maintenance
<b>LOCATION/S</b>	Alice Springs with regular travel to Communities
<b>SUPERVISOR</b>	Regional Manager, Community Housing Maintenance
<b>POSITIONS SUPERVISED</b>	This position has no direct reports

## PRIMARY OBJECTIVE

Working collaboratively with the Community Housing Mobile Maintenance Coordinator and the broader community based teams, you will ensure properties and facilities are maintained to agreed standards and Work Health and Safety issues are addressed promptly. You must have the ability to effectively prioritise work schedules and will contribute to the quality service provided by our team. This is a hands on role, within a number of communities with community housing assets under the contract.

## KEY DUTIES AND RESPONSIBILITIES

- Undertake a broad range of general maintenance tasks, both reactive and planned, which may include maintenance, inspection, and repair of buildings and equipment
- Provide technical advice, assistance and support to other members of the community housing repairs and maintenance team in relation to legislation and good practice in maintenance services delivery
- Maintaining all equipment in good working order at all times, liaising with staff, residents and contractors concerning maintenance of community housing assets
- Undertake pre and post inspections of reactive maintenance works in accordance with agreed procedures
- Monitor day to day and cyclical maintenance expenditure, maintain proper scheduling of assigned duties and obtain materials to perform cost effective maintenance and repair activity, and maintain and monitor preventative maintenance programs
- Coordinate with Community Housing Mobile Maintenance Coordinator to schedule necessary services to required standards and in timely manner
- Daily scheduling of work to our technical staff in field and provide support to technical staff in field to ensure task completion
- Assist with weekly reporting for both internal and external stakeholders, assist in the production of contract documentation and timely database management
- Participation in the After Hours Maintenance rotating roster

## SELECTION CRITERIA

### Essential

- Relevant Trade/Building qualifications or equivalent building trade experience (minimum of 5 years)
- Demonstrated team player and strong customer service focus
- Well-developed interpersonal and communication skills
- Ability to work independently and manage, plan, and organise one's own work
- Competent manual skills in various building trades and competency to safely use and maintain hand tools, power tools, and garden equipment
- Knowledge of basic building construction methods and building materials
- Physical capacity to perform a wide range of manual tasks
- Strong computer literacy and communication skills, both written and verbal
- Non-judgemental attitude and ability to liaise with people from varying backgrounds
- Knowledge of Work Health and Safety requirements.
- An awareness of issues affecting Aboriginal people in remote locations
- Current C Class License
- Acceptable Police Check, Current Ochre Card
- Right to work in Australia

### Desirable

- Lived and/or professional experience gained in a remote or regional community