

Position Description

POSITION TITLE	Community Housing Mobile Maintenance Coordinator, Community Housing Maintenance
POSITION NUMBER	109001
AWARD	Local Government Industry Award
CLASSIFICATION	Level 7
POSITION TYPE	Fixed Term, Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Council Services / Remote Housing Repairs and Maintenance
LOCATION/S	Alice Springs with regular travel to Communities
SUPERVISOR	Regional Manager, Community Housing Maintenance
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The role will be responsible for the efficient planning, directing and management of all aspects of maintenance for community housing assets. This relates to both daily, preventative maintenance, repairs to property and management of third-party contractors. This position has high expectations around effective communication and appropriate documentation. To ensure community properties have 7-day maintenance coverage this role will be required to be on call where required on weekends.

KEY DUTIES AND RESPONSIBILITIES

- Directly responsible for the regular and ongoing maintenance of all community housing assets in the central desert area and deliver measurable outcomes against contractual performance requirements
- Provide high-level reporting to DIPL every month to ensure Council meet or exceed monthly budget targets, ensure appropriate spending to maintain housing to agreed standards including regular visits to community housing assets
- Liaise and engage with tenants, residents, stakeholders, and DIPL on a regular basis
- Encourage and provide on-the-job training for local staff
- Meet property inspection requirements & maintenance timelines in accordance with the NT Tenancy Management framework
- Work closely with client(s) and team to deliver operational benchmarks to ensure that all activity levels requirements and performance indicators are met
- Follow up with client(s) and staff issues as they arise within the delivery of the contract services
- Lead and mentor a culturally diverse team

SELECTION CRITERIA

Essential

- Previous maintenance experience with a trade qualification is desirable
- Proficient and confident operation of plant and machinery
- Knowledge of the industry with any plumbing, electrical, or carpentry qualifications looked upon favourably and experience in building effective relationships with clients and staff
- Excellent communication and engagement skills as well as experience in dealing with remote Aboriginal communities
- Experience in leading a culturally diverse team and the ability to teach on-the-job skills
- Ability to multi-task and work under pressure to a high standard
- Persistent approach to time management
- 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