**Maintenance Manager**

**Role Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title** | Maintenance Manager | **Reports To** | Operations Manager |
| **Location** | Warrambui | **Requirements** | * Valid Trade Certificate * WH&S Training * Asbestos Handling Training * LCA Safe Church Training * NSW Working with Children Check |
| **Last Updated** | July 2020 |  |  |
| **ROLE PURPOSE** | | | |
| The Maintenance Manager is responsible for the maintenance of Warrambui Retreat and Conference Centre and for assisting in capital development. | | | |
| **NATURE AND SCOPE** | | | |
| Warrambui Retreat & Conference Centre exists to provide a centre for Christian camping, conferencing and retreat. Warrambui seeks to provide excellent food and facilities that will meet the needs of our customers, ranging from churches to school and community groups.  As part of the Warrambui community, this position requires a flexible, open, team player and someone with a servant heart who is willing to go the extra mile for clients and fellow Warrambui team members. | | | |
| **KEY ROLE RESPONSIBILITIES** | | | |
| * Develop and keep up to date, the Warrambui Maintenance program, including supporting library of Material Data Safety Sheets, log books and contractor contacts. * Ensure all maintenance required under the maintenance schedule, along with urgent and unplanned maintenance is undertaken. * Conducting general repairs/maintenance to Warrambui facilities; * Developing and overseeing site-based work programs for the Warrambui Work Camp, and for volunteers. * Maintenance and operation of water treatment and wastewater treatment plants * Ensuring the Water Quality Assurance Plan, and Asbestos Protocols and other areas of required compliance are adhered to, regularly reviewed, updated and that compliance is fully recorded. * Ensuring compliance with Warrambui’s Wildlife Refuge obligations. * Landscaping. * Maintaining motor vehicles, pumps and other equipment. * Liaising with trades people, and ensuring their tasks are completed to required standards and specifications * Liaising with suppliers and seeking quotes. * Ensuring a safe working environment. | | | |
| **SELECTION CRITERIA** | | | |
| * Valid Trade Certificate, with more than 5 years’ experience * WH&S Training * Demonstrated experience with facility maintenance * A good work ethic, and strong time management, organizational and teamwork skills. * Other relevant qualifications will be highly regarded | | | |
| **REPORTING STRUCTURE** | | | |
| Warrambui Board  Centre Director  Operations Manager  Sub-Committees  Maintenance Manager | | | |
| **SALARY AND CONDITIONS** | | | |
| The Maintenance Manager is a full-time position.  The terms and conditions of employment will be governed by the *Hospitality Industry (General) Award 2010,* unless specified otherwise in the Contract. | | | |

|  |
| --- |
| **SAFEGUARDING CHILDREN AND YOUNG PEOPLE** |
| Warrambui takes child protection seriously, and as an employee of Warrambui, the Maintenance Manager is required to meet the behaviour standards outlined in our ‘Safeguarding code of conduct’. A copy of the code will have been provided as part of induction. The Code can also be accessed on the All Staff/Policies and Procedures drive.  Therefore as a part of the Maintenance Managers duties and responsibilities, the Maintenance Manager is also required to:  • provide a welcoming and safe environment for, children, young people and vulnerable persons  • promote the safety and wellbeing of children, young people and vulnerable persons to whom we provide services  • ensure that your interactions with children, young people and vulnerable persons are positive and safe  • provide adequate care and supervision of children, young people and vulnerable persons in your charge  • act as a positive role model for children and young people  • report any suspicions, concerns, allegations or disclosures of alleged abuse to the authorities and to management (further information can be found here:  http://www.legislation.nsw.gov.au/#/view/act/1998/157/chap3/part2/sec27)  • maintain valid ‘working with children’ documentation  • report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children, young people and vulnerable persons. |

**Conditions of Employment**

Warrambui undertakes several screening processes to ensure the appropriate protection of children in its care. This includes reference, identity, qualification, professional registration and child safety checks. Failure to provide this information or detection of having provided false information may lead to immediate dismissal.

**Acknowledgement**

I acknowledge that I have read and understood the requirements of this position.

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |