



**Riverview**  
Lutheran Rest Home Inc

## **Job and Person Specification**

### **General Maintenance**

**November 2018**

*Organisational Overview:*

Riverview Lutheran Rest Home Inc. is a Not-for-Profit 60 Bed Residential Aged Care Facility comprising of 40 Aged Care beds and a purpose built 20 bed specialised Memory Support Unit. 12 Independent Living Units and 13 Serviced Apartments are also located on-site. Riverview's Mission is to provide care, services, and accommodation to enrich the lives of older people, and strengthen the Riverland community. Through our Values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience and Respect, we strive for "Excellence in Christian Care".

# JOB & PERSON SPECIFICATION

POSITION:	GENERAL MAINTENANCE
TYPE OF EMPLOYMENT:	AS PER CONTRACT OF EMPLOYMENT
REPORTS TO:	OPERATIONS MANAGER CHIEF EXECUTIVE OFFICER
RESPONSIBLE FOR SUPERVISING:	N/A

## ***Position Overview:***

General Maintenance is responsible for ensuring grounds are kept in a neat and tidy manner at all times and that all buildings and equipment are well maintained and in good working order. General Maintenance staff carry out domestic/general maintenance functions for grounds, buildings, both internal and external, and equipment as appropriate and required, and are to engage and manage contractors for works authorised by the Operations Manager and/or Chief Executive Officer.

## ***Qualifications and Requirements:***

### ***Essential***

- Current SA Drivers' Licence
- Demonstrated experience and ability to perform domestic and general maintenance, including basic painting, plumbing, carpentry, minor repairs to equipment and the maintenance of large area of grounds and gardens
- Holds and maintains a satisfactory police check no more than 3 years' old

### ***Desirable***

- A Trade Qualification
- Previous experience in aged care or other similar facility
- Basic computer knowledge
- Test & tag Qualification or experience

## ***Key Job Responsibilities:***

- Proactively identify and respond to domestic and general maintenance requirements in a timely manner
- Regularly check LeeCare Maintenance for staff maintenance requests
- Attend to Staff maintenance requests in a timely manner and record actions on Lee Care
- Initiate requests to maintenance contractors as per Riverview policy where unable to be repaired internally, and follow through to ensure satisfactory completion of jobs
- Undertake preventive maintenance as scheduled in order to minimize reactive maintenance & record

- Monitor reactive maintenance and adjust the preventative maintenance schedules to overcome identified deficits
- Ensure recycling is collected, sorted and disposed of
- Ensure regular safety checks are conducted within required timeframes, for example generators, safety switches, call points, air conditioners etc
- Ensure facility fire maintenance schedule is adhered to through agreed provider to maintain compliance
- Ensure compliance with the testing and tagging schedule
- Ensure that chemicals and equipment are utilised correctly and safely by adhering to prescribed instructions, and reporting malfunctions promptly
- Check chemical levels in dispensers regularly and refill as necessary
- Provide orientation, supervision of outdoor volunteers and work placement workers
- Ensure all Personal Protective Equipment is used appropriately by outdoor workers
- Undertake maintenance gardening duties as required
- General maintenance of building and equipment including patching and painting as per maintenance task list
- Undertake external cleaning functions such as routine cleaning to the outside of the building and the removal of cobwebs and spiders from external walls and windows
- Ensure effective and economic use of resources
- Receiving and storage of goods
- Document tasks completed electronically as per training provided
- Escalate tasks that are unable to be completed inhouse to the Operations Manager
- Any other tasks outlined on duties list or any other tasks delegated by the Operations Manager, Director of Nursing or Chief Executive Officer

***Essential Ongoing Responsibilities:***

- Apply, workplace health and safety principles, including the care and safety issues related to tools, equipment, chemicals and electricity
- Understanding and compliance of non-disclosure of information relating to residents, clients and staff
- Attend all Mandatory Training, including fire and emergency and manual handling
- Accept responsibility and accountability for actions
- Know and operate within the policies and procedures, quality assurance and occupational health and safety practices of the organisation, and make recommendations for improvement as identified
- Operate within the Riverview values of Care, Integrity, Quality, Compassion, Kindness, Love, Patience, and Respect
- Operate in accordance with the Aged Care Quality Standards

***Essential Person Specification Criteria:***

- Demonstrated experience and ability to perform domestic and general maintenance, including basic painting, plumbing, carpentry, minor repairs to equipment and the maintenance of large area of grounds and gardens
- Demonstrated ability to work without supervision
- Good time management skills including the ability to prioritise and follow through on tasks effectively
- Interacts with others in a friendly manner
- Treats all persons with dignity & respect
- Maintains a positive, can-do attitude at all times



**Acknowledgement**

I, \_\_\_\_\_ acknowledge that I have read and understood the requirements of my position and have been given a copy.

SIGNED:

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Manager's Signature

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_