

<b>Position</b>	Maintenance Supervisor
<b>Date effective</b>	January 2018
<b>Conditions</b>	LCC Aged Care Service Enterprise Agreement 2013 Support Worker Level 5

**Who we are:**

Lutheran Services is a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland. Lutheran Services provides quality and contemporary support and accommodation for older people, youth and their families, people living with disability or mental illness, and families experiencing domestic violence and hardship.

**Our philosophy and vision**

Lutheran Services exists to serve. Delivering the best in service, care and accommodation while making a meaningful contribution to communities is at the core of what we do.

**Our values**

- Offering grace and hope
- Delivering faithful service
- Respecting the dignity of the people we serve
- Fostering a committed and innovative culture
- Securing a sustainable future

**Purpose of the role**

To manage the overall operations of the maintenance services within the organisation to ensure that both internal and external stakeholders needs are met in an effective and efficient manner and in accordance with Legislation, Regulatory requirements, Professional Standards and Guidelines.

**Reporting relationships**

The Maintenance Supervisor reports to the Service Manager. This position leads all maintenance and grounds staff.

**Qualifications/Experience**

- Appropriate qualifications and/or demonstrated experience in managing/conducting maintenance services within an aged care/health care service.
- Proven experience managing a small team
- Effective written and verbal communication skills
- Understanding of customer focus in maintenance and grounds keeping service
- Australian Driver's License

**Legislative/policy requirements**

All employees must have a current National Police check and will be required to provide proof of working rights. The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by Lutheran Services Chief Medical Officer.

**Roles and responsibilities**

Within the policies established by Lutheran Services and working in collaboration with relevant managers and employees, the occupant of this position will:

- Assist with the development and implementation of the maintenance and grounds schedule of works in line with direction from the Service Manager;
- Ensure effective management of the maintenance systems to ensure accurate recording, reporting and workload management;
- Identify complex facility needs of residents, managers and local authorities as required;
- Provide advice to the Service Manager on projects and building and maintenance works;
- Lead, motivate, coach and mentor the staff of the service in a manner that promotes a high performing and innovative workplace culture;
- Undertake necessary maintenance work as required in line with skill set and qualifications;
- Liaise with external professionals including engineers, contractors and trades staff as required;
- Monitor and order supplies of chemicals and equipment as required;
- Actively participate in and comply with all WHS requirements at all times including ensuring all external contractors have the necessary understanding of WHS compliance requirements;
- Participate in on call arrangements as required.

NOTE: This position statement is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organisation.