

Position Description

<p>Qualifications and Requirements</p>	<p>Essential</p> <ul style="list-style-type: none"> • A broad range of experience in facility management, especially in the aged care context. • A good working knowledge of building construction methods and regulations and a basic understanding of all allied trades. • A sound knowledge of all woodworking machinery and ability to service and maintain this machinery. • An ability to communicate effectively with contractors, staff and residents. • An ability to advise, instruct and supervise staff. • Experience in efficient and courteous dealings with people. • Ability to work as part of a small team. • Self-motivated, good time management skills. • Documentation skills and knowledge of Government Accreditation regimes. • Outstanding communication, interpersonal and organisational skills. • Adherence to good occupational health and safety practices, company policies, infection control, quality and accreditation issues. • Must have a valid and unrestricted driver’s licence. • Must have up to date Covid, Annual seasonal influenza vaccination’s <p>Recommended</p> <ul style="list-style-type: none"> • Additional qualifications in building and / or management would be desirable. • Sound management skills focusing on organisation and documentation.
<p>Salary and Conditions</p>	<p>\$49.19 per hour, reviewed annually in July in accordance with EBA agreed increase. Terms and conditions in accordance with the Village Baxter ANMF & HSU Enterprise Agreement and the letter of employment.</p>
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • This is a hands on role that focuses on managing the Village’s preventative and proactive Maintenance Program focused on Buildings and Infrastructure at Village Baxter and supporting the Rosebud Village to establish the same. • Working cooperatively and in collaboration with the Maintenance Manager and Maintenance team who are responsible for reactive maintenance, grounds and gardens at Village Baxter and Rosebud Village. • Maintaining the Essential Services Information System (ESIS) register and completing the monthly checks and audits and responding and resolving gaps when deficiencies are identified. • Maintaining the Village’s various Fire panel’s in conjunction with the approved contractor and ensuring that preventative maintenance is completed • Emergency Planning & maps • Completing Nurse call <i>preventative</i> maintenance and pendant checks at Village Baxter and auditing that this has been completed at Rosebud Village • Managing the Village Electrical Network and Solar panel infrastructure in conjunction with the approved sub-contractors including notifications for planned outages • Completing pre-handover unit inspections after the refurbishment team have completed works. • Assessing and responding to Alterations and Additions requests from Residents in relation to buildings • Supporting the CEO with works in relation to new developments & major works • Coordinating major building works (eg floor replacement in Manor kitchen) • Supervision of the Refurbishment team through the Refurbishment foreman and to have a good working knowledge of their duties. • The upholding of all policies and philosophies of The Village Baxter.

Buildings Manager

	<ul style="list-style-type: none"> • Participation in the After hours 'on call' for emergency maintenance within the Village. • The planning and overseeing of the preventative maintenance budget. • Negotiating with manufacturers for the purchasing of equipment. • Negotiating with contractors. • Monitor contractors to ensure compliance with safety requirements. • Co-ordination of Village emergency and evacuation procedures. • Liaison with OH&S Committee in regard to hazard reduction Incident Prevention Programs. • Other duties as required. • To maintain a high level of safety for residents, staff and visitors. • To maintain Incident Reports detailing accidents, injuries or mishaps involving clients, carers or visitors. • To communicate all significant changes and relevant matters to Management. • To attend relevant meetings and coordinate with other services. • To attend relevant training sessions and facilitate training for the Maintenance staff as required. • Identifying training needs and ensuring they are met. • To ensure that all accreditation and compliance requirements are met. • Adherence to occupational health and safety practices and infection control procedures. • Promote the Village in a positive light to Residents, Families, Visitors and the Community. • Participating in the Village Quality program. • Other duties as directed by a Supervisor, Manager or Team Leader. •
Reporting Requirements	Reports directly to the Business Manager
Responsible For	<ul style="list-style-type: none"> • The Preventative Maintenance and development of the Village infrastructure. • The upholding of policies, practices and philosophies of the Village Baxter. • The correct operation of any equipment available for use and the reporting of any faulty equipment. • Other general duties as required.
Education, training and registration	<p>Personal Responsibility</p> <ul style="list-style-type: none"> • Police check each 3 year period that provides satisfactory assessment of capacity to work in aged care. <ul style="list-style-type: none"> • Must have a valid and unrestricted driver's licence. • Must have up to date Covid, Annual seasonal influenza vaccination's and Tetanus. <p>Mandatory training provided by the Village</p> <ul style="list-style-type: none"> • Emergency Procedures. • Manual Handling. • Satisfactory completion of staff competency books / skills audits. <p>Recommended</p> <ul style="list-style-type: none"> • CPR and First Aid. • Infection Control. • Attendance at training and education sessions to enable skills and knowledge to be developed.
Performance Appraisal	At 6 months, then biennially by the Manager or delegate or as requested by the Village or staff member.

Physical and Mental Requirements include, but are not limited to:

Twisting of the back or neck	Lifting weights more than 5 kilos
Bending of the back / knees / neck	Kneeling
Squatting	Reaching above shoulder height
Reaching over and around things	Working in a wet environment
Pushing objects more than 5kg without wheels (eg. Chair in)	Supporting a person's weight
Sitting for long periods	Standing for long periods
Typing for long periods	Dealing with unpredictable situations
Dealing with high pressure situations	Dealing with difficult and challenging behaviors
Dealing with aggressive residents	Working as part of a close team
Maintaining a calm demeanor when dealing with distressed/difficult people	Pushing objects more than 5 kg with wheels (eg. Medical Trolley)
Operating machinery	Responsibility and accountability for money
Walking long distances within the Village	Handling medication
Managing in emergency medical situations	Driving a vehicle with passengers
Speaking to groups of people	Managing staff confidently
Disciplining staff confidently	Managing conflict situations confidently
Time management skills	Prioritizing skills
Clear thinking and decision making in high pressure situations	Drive vehicle – turn head / twist neck/shoulders
Drive vehicle / fast leg movements/ maintain pressure with feet	Drive vehicle / change gears / steer / arms / shoulders / wrists/ grip
Use machinery / twisting back / neck	Use machinery / maintain firm grip with hands
Use machinery / lift / carry more than 5 kilos	Reading for extended periods
Watching computer screen for extended periods	Working in the open air for extended periods
Working in air-conditioned room for extended periods	Working alone at night in Village

Performance Criteria

1. Professional Responsibility	Monitoring Processes
<ul style="list-style-type: none"> To maintain and develop our ESIS system, electrical, emergency call, communication, gas and water supply systems. A high standard of personal appearance and conduct is expected of every employee, that is: clean, neat, tidy, punctual and respectful language and manner towards consumers, visitors and to each other. At NO TIME must information relating to Consumer/Family or Staff member be discussed with anyone other than the relevant Staff member/care professional providing care/service. A flexible and enthusiastic attitude toward undertaking a variety of tasks and demonstrated commitment to ongoing quality, with a team approach is expected. The promotion and maintenance of a high standard of professional care in accordance with the philosophy and objectives of the Baptist Village Baxter. To maintain a current knowledge of Government regulations and guidelines as applicable. To be aware of relevant aspects of law, especially in relation to duty of care and how this responsibility relates to meeting care standards. To demonstrate a commitment to, and interest in, continuing education 	<ul style="list-style-type: none"> Staff surveys Resident surveys Annual performance appraisal Quality Results Complaints Legislative compliance Accreditation Compliance

Buildings Manager

<ul style="list-style-type: none"> To ensure that accreditation requirements are met and that continuous improvement is practiced throughout the unit. To have a working knowledge of all equipment used in providing services to residents. Reports faulty equipment immediately to the relevant Manager. 	
2. Equipment and Facilities	Monitoring Processes
<ul style="list-style-type: none"> To complete preventative maintenance on all equipment, facilities within budget. 	<ul style="list-style-type: none"> Annual performance appraisal Annual Budget Goals
3. Staff Direction and Management	Monitoring Processes
<ul style="list-style-type: none"> To manage the Refurbishment team through the Refurbishment Foreman. To work collaboratively with the Maintenance Manager 	<ul style="list-style-type: none"> Annual performance appraisal
4. Workplace Health and Safety	Monitoring Processes
<ul style="list-style-type: none"> Participation in the risk management program and contribution to a clean, safe work environment to ensure safety of clients, visitors, other staff and self. To report immediately, any equipment or situation, which is hazardous, or has the potential to be a safety issue or to receive such reports from other staff and to then assess the degree of risk and develop appropriate strategies for risk minimisation To participate in problem solving processes to resolve OH&S issues. 	<ul style="list-style-type: none"> Annual performance appraisal Improvement forms
5. Quality Improvement	Monitoring Processes
<ul style="list-style-type: none"> To ensure that staff practices are consistent with policies and procedures. Maintain compliance with the Village's continuous improvement program. To provide competent care and service in accordance with the Village's documented policies and procedures and legislative requirements. To complete an Improvement Form when there is an identified need to improve To actively participate and contribute to Quality Activities which promote quality improvement to care/service provided, such as, completion of Improvement Forms, staff meetings, working parties, audits, ongoing education, internal assessment and review of procedures, evaluation of new products and equipment. . 	<ul style="list-style-type: none"> Annual performance appraisal Improvement forms Attendance records
6. Education, Skills and Training	Monitoring Processes
<ul style="list-style-type: none"> Membership of a relevant professional group / association is recommended to allow for exchange of peer knowledge. To attend seminars and conferences to enable skills and knowledge to be developed and to impart this knowledge to other staff as required. To develop, and participate in, staff education and training. Attendance at compulsory education and training sessions Satisfactory completion of staff competencies and skills audits. The updating of knowledge and skills in order that current best practice is provided. 	<ul style="list-style-type: none"> Annual performance appraisal Attendance records