



Maintenance Officer

Holy Family Services

Brother Albert's Home, Marayong

About us

Holy Family Services (HFS) is a non-for-profit provider of aged care, childcare, retirement living and education services for people in Western Sydney. We are a ministry of the Sisters of the Holy Family of Nazareth, established by the Sisters more than 65 years ago.

We have a proud tradition in providing the highest standard of care and hospitality services in a family-focused environment across our organisation.

Our Residential Aged Care Service, Brother Albert's Home has 146 beds for people over 65 years old with high level clinical or personal care, memory (dementia) care or palliative care needs. Our professional qualified Registered Nurses and personal care staff provide 24-hour care, assisted by our support teams of pastoral care, leisure and lifestyle, hospitality, allied health, maintenance and administration.

About the role

We are currently looking for a committed and experienced Maintenance Officer to work as a part of our maintenance team. This position is permanent full-time, Monday to Friday.

Key responsibilities:

- Conducting general maintenance of buildings, grounds and equipment as set out by the maintenance program and in accordance with the Preventive Maintenance and State and Regulatory requirements
- Maintaining accurate and current repair and maintenance records by - documenting and reporting faults, repairs and maintenance; - ensuring records are maintained in accordance with the maintenance system.
- Inducting, coordinating and overseeing contractors safely working at the facility for repairs and maintenance
- Thoroughly understanding all facility services, including gas, water and power mains and how to isolate them.
- Provide a safe, clean, quality working and living environment that promotes person-centred care
- Demonstrating an ability to learn and continuously improve all maintenance operations at the facility

About you

Ideally, we are looking for someone who has the following:

- Experience in property maintenance and repairs, general handyman skills:
 - Light plumbing,
 - Use of selected hand tools and hand operated power tools
 - Assemble and install flat packs including garden sheds, furniture, etc

- Wall fixings including mounting TVs, shelves, artwork, cabinets,
- Basic demolition
- Labouring on medium size construction jobs with limited supervision including decks, kitchen, bathrooms
- Basic plastering repair jobs
- Painting
- Supervised framing, skirting, architrave
- Basic Door and lock installs
- Thorough understanding of all legislative requirements pertaining to Maintenance and Repairs i.e. WH&S & Fire/Evacuation
- Capacity to work with older, frail aged people and children
- Ability to multitask and prioritise workload
- Demonstrate commitment to customer focussed services
- Current drivers licence
- Demonstrate ability to operate independently and professionally with limited supervision
- Employee Working with Children's Check
- Evidence of right to work in Australia.
- Have a current NDIS worker check or a willingness to obtain one

Preferred but not essential qualification:

- Trade Qualification
- Test and Tag Qualification (unless qualified as an Electrician)

If you believe you meet the above key requirements and want to work with an organisation that values its people and provides a warm and supportive team culture, then we would love to hear from you!

Benefits of working with us

- Large organisation based on core Christian values of Hospitality, Love and Acceptance
- Monthly training offered to solidify your skillset. Regular toolbox talks to enhance your current learning
- Supportive work environment with leadership support
- Annual Flu Shot provided

Enquiries: For further information about this opportunity please call Joanna, Manager of Legal, People and Culture on 02 9678 8200.

Application Process: Applications should include your cover letter and resume and be sent to Joanna at hr@holyfamilyservices.com.au

Applications close 25 September 2021.