



Maintenance Officer

Closing Date: Friday, 8 February 2019

Thank you

For your interest in the position of Maintenance Officer with CHC. This selection pack will provide you with all the information you will need to complete your application by the **8 February 2018** deadline.

Who Are We?

CHC is the largest not-for-profit community housing provider in the ACT. We have over twenty years' experience in providing quality affordable housing.

We deliver homes for the community in various locations across Canberra and are continuously growing our rental portfolio. To ensure transparency, eligibility requirements must be met by all of our tenants. CHC's eligibility criteria is structured to provide housing opportunities for Canberrans on low to moderate income, who are most in need.

Our Vision

Safe and secure homes in strong communities.

What Will I Be Doing?

CHC is seeking a highly motivated and organised person to cost effectively maintain CHC properties through both planned and unplanned maintenance in accordance with the CHC Asset Management Strategy. As a member of a small team you will complete urgent, non-urgent and planned maintenance for CHC properties as directed.

CHC Offering

As a Maintenance Officer (CHC 2) you will be covered by the CHC Enterprise Agreement 2017 – 2021 and entitled to an initial salary of \$56,662.00 plus 9.5 % Superannuation pa. In addition, Salary Packaging available to staff based on our Public Benevolent Institution (PBI) status currently up to \$15,900.00 pa.

CHC offers a family-friendly workplace dedicated to social awareness and responsibility. Ongoing training where individuals are encouraged to better themselves, their workplace and their community. The following benefits are available to all CHC employees:

- Free parking
- Health & Wellbeing Program

Please note: *All positions within CHC are subject to probity checks that could include a Police Records Check and/or a Working with Vulnerable People and Working with Children check. You will also be required to undergo and pass a fitness for duty assessment with CHC's registered medical practitioner.*

It is also a requirement that all CHC staff hold a current Driver's licence.

How Do I Apply?

If you think this is the opportunity for you, please submit your application by completing the application cover sheet found in this pack, providing a statement of claims, not exceeding 1000 words and a copy of your resume. The information you provide will assist us to determine whether your skills, knowledge and experience are the right fit for the position, so be accurate, succinct and show a clear connection with the competencies for this role. There is no requirement to address each competency separately.

Completed applications should be forwarded to careers@chcaustralia.com.au. If you have any questions regarding the selection process please contact Fiona Dearden on 02 6173 7733 or via email at fiona@chcaustralia.com.au. Further information regarding the specifics of the role can be obtained by contacting **Megan Ward, General Manager, Operations** on 02 6248 7716 or via email at megan@chcaustralia.com.au.

Applications Close: 5.00 pm, 8 February 2019

Application Cover Sheet

Application Cover Sheet		
Position Applied for: Maintenance Officer		
Classification: CHC2	Salary: \$56,662.00 pa + Superannuation	
Applicant Details:		
Given name:	Family name:	
Street address:		
Postal address:		
Home Ph:	Work Ph:	Mobile Ph:
E-mail:		
Do you have a disability that may require reasonable adjustments to our process should you be successful in progressing to interview?	YES / NO If yes please we will talk to you prior to interview to arrange.	
Are you an Australian citizen <i>or</i> have the status of permanent resident in Australia?		
Referee 1: Name: Title: Relationship to Applicant: Contact Details: Mobile: Work: Email: Length of Working Relationship::	Referee 2: Name: Title: Relationship to Applicant: Contact Details: Mobile: Work: Email: Length of Working Relationship:	
Where did you hear about the role? (SEEK, Ethicaljobs, a friend etc)		



POSITION DESCRIPTION

Maintenance Officer – CHC 2

Position Status

Full-Time, 38 hours

Reports to / Business Unit

**General Manager,
Operations**

Duties:

As a Maintenance Officer you duties will include , but are not limited to:

1. Complete urgent, non-urgent and planned maintenance for CHC properties as directed.
2. Complete property reviews as per the asset management plan and any additional inspections of all properties (i.e. pre-vacate) as required.
3. Liaise with suppliers and tenants regarding maintenance issues.
4. Monitor contractors' performance on an ongoing basis against CHC contractor requirements.
5. Maintain appropriate asset maintenance records, including entering contact logs and work orders within CHC Systems.
6. Undertake other duties as directed.

Aptitude/Experience:

- Experience in maintaining and repairing houses, apartments and gardens.
- Handyman/ maintenance experience.
- Understanding of the Work Health and Safety issues involved in maintenance work and manual handling in the building industry.
- The ability to liaise with and coordinate external maintenance and service providers to prioritise and manage a variety of completing projects/tasks.
- Hold a current Driver's Licence. (Essential)

Working Relationships:

- Demonstrated ability to work as an effective member of a small team.
- An understanding of and ability to work with culturally diverse customers.

Communication:

- Demonstrated written and oral communication and the ability to communicate with external parties, tenants and at all levels within CHC.

Organisational Skills:

- Ability to monitor and prioritise allocated tasks.
- Demonstrated ability to produce quality work with attention to detail within defined deadlines.

Values & Behaviours:

- Demonstrated ability to undertake assigned duties, while consistently displaying work practices that are aligned to CHC's Code of Conduct, Values and Behaviours.

The Position Description does not intend to capture all of an individual's responsibilities but rather to outline the key areas of responsibility.