



POSITION VACANT.

Dear Applicant

MAINTENANCE OFFICER

Thank you for your interest in seeking the maximum-term part-time (12 months, 20 hours per week) position of Maintenance Officer at Riverview Church.

The attached role description provides an overview of the various components and duties of the role.

To formally apply, please supply the following documents:

- A covering letter expressing your reasons for your interest in the position
- An outline of your personal details and qualifications in a current resume highlighting the experience and skills matched against the Key Competencies on the Role Description that would support your application for the position
- Any additional aspects that you consider beneficial to your application

Please note that, as part of the selection process, you may be required to attend one or more interviews; complete aptitude and/or other assessments to determine your skills and suitability; provide details of relevant referees; furnish a police clearance and/or working with children check; and to sign off on the Riverview Code of Conduct.

Closing date: 5pm, Friday 22 March 2024.

To submit your application or for more information, please email magdalene.wong@riverview.church.

With Warm Regards

Riverview Church

[This is an electronic letter. No signature is required]

ROLE DETAILS			
Position Title	Maintenance Officer	Category	Part-Time Fixed Term
Ministry Area	Operations Facilities	Hours/Week	20 hours
Work Closely with	Operations Manager, Admin Support,	Reports to	Magdalene Wong

ABOUT THE ROLE

This is a hands-on role that ensures the Burswood campus is safe and operational while providing excellent customer service to the stakeholders of Riverview Church. This role will be responsible for the maintenance and improvement projects and liaise with building-related contractors/ suppliers - keeping within the given budget and time allocations. To help with the work, this role is responsible for identifying and building a team of volunteer tradesmen to help with the minor maintenance & repair works.

WHAT YOU'LL DO (STRATEGIC PRIORITIES)

- Ensure that the building is kept-clean and is well-maintained.
- Small maintenance issues are resolved within 7 days.
- Building is secure and after-hours calls are attended to.
- Build a team of volunteer tradesmen to help with the minor maintenance & repair works.
- Spaces ready for events & weekend gatherings.
- Build and maintain strong relationship with suppliers.

YOUR ROLE

BUILDING MAINTENANCE

- Keep building and surrounding areas well maintained.
- Report any defects or improvement/replacements in facility and equipment.
- Troubleshoot and proactively react to any building related problems.
- Perform small maintenance tasks.
- Manage property (ute, furniture, etc)
- Maintain building surroundings e.g., watering, weeding and mowing lawns.
- Carry out scheduled and ad-hoc maintenance accordingly to priority and within maintenance requirements to meet expected service delivery times.
- Being environmentally aware while meeting needs

BUILDING SECURITY

- Liaise with security and monitoring alarm companies.
- Manage the locking up of the facility (lockdown and alarming).
- Carry out security procedures for building lockdowns.
- Attend to after-hours security calls and building security matters.

CUSTOMER SERVICE

- Attends to jobs raised through Service Desk requests.
- Complete all service requests in an appropriate time frame.
- Assist in office and furniture moving and planning.
- Maintains a logbook of building services works.

BUILDING SERVICES VOLUNTEER TEAM

- Build a volunteer team of skilled tradespeople to assist with building maintenance.
- Oversee and/or coordinate all setting up and tearing down for events.
- Volunteer teams are rostered and informed for the required building needs.

OTHER FACILITIES TASKS

- Prepare the spaces for weekend and events.
- Unneeded items are packed away after use.
- Liaise with building-related suppliers (air-con, pest control, electrician, plumber, locksmith, car park gates, etc).
- Mail-drop to neighbouring offices for mid-week big events when required.
- Receive deliveries.
- Facilitate the setup and pack down (where needed).
- General assistance to the Operations Team as required.
- Duties as per directed by Operations Manager.

OTHER DETAILS & REQUIREMENTS

- Willingness to work flexible hours around events and Sunday gatherings.
- Additional hours for events as a Venue Oversight as and when required.

KEY COMPETENCIES

ESSENTIAL

- Attends Riverview Church and has a strong commitment to our mission
- Ability to provide an excellent level of customer service
- Can-do attitude, self-motivated and resourceful
- Practical and hands-on approach to the key tasks
- Practical skills for small-scale maintenance tasks (carpentry, painting, fixing doors, etc)
- Able to work independently and as part of a team
- Familiar with Microsoft Office
- Good time management & multi-tasking skill
- Physical fit and able to do some heavy lifting
- Availability to work on Sundays
- Possess a current driver's license and vehicle

DESIREABLE

- Ability to lead, train and empower volunteers
- Experience in facility maintenance work
- DIY - Carpentry, electrical and/or maintenance skills
- Good work ethics
- Knowledge of OHS and safety guidelines

Last reviewed by	Magdalene Wong	Date	5 Feb 2024
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