



POSITION DESCRIPTION

Position Title:	Property and Grounds Maintenance Manager
Reports to:	Finance Manager
Reports:	Occasionally some volunteers (indirect)
Position Overview:	To maintain all buildings and some grounds, including the overnight therapist accommodation (House of Hope) and the caretakers residence in a manner that demonstrates a professional and caring image of TGF.

Goals and Objectives:

- To maintain, in a proactive manner, all buildings, including the Caretaker Residence and the overnight therapist accommodation in good repair and to respond efficiently to reports of breakages, leaks and any other maintenance issues as appropriate. To assist program participants, visitors and staff where required.

- **Key Responsibilities:**

- Ensure all the buildings at the Yarra Valley Living Centre are maintained in good repair.
- To develop and maintain an annual maintenance schedule of equipment and vehicles.
- To develop an annual maintenance schedule for buildings and grounds.
- To be responsive to immediate needs across the property – breakages etc.
- To develop an overall business plan for the buildings – including new buildings, capital works, extensive repairs and replacements.
- To ensure any risk to the property is mitigated including contributing to and adhering to the fire plan and preparations for fire season.

Roles and Responsibilities

Outside – in relation to the grounds, main building, units and caretakers residences ensure that:

- All areas are clean and tidy
- All lights are cleaned and serviced
- Cobwebs are removed
- Windows are kept clean
- Ensure the main drive and front entrance are tidy
- Paddocks are maintained through regular slashing and mowing
- The driveway is graded and pot holes filled
- Appropriate and effective weed management (including Blackberry) procedures are being applied across the property

- Trees and shrubs are being maintained (in conjunction with the produce gardener)
- Rubbish is being handled and bins put out for collection and returned (includes organic waste to composting area).
- Provide all services in line with the ethics, values and privacy policy of The Foundation.

Inside

- Keep all fixtures, fittings and equipment functional and repair or get repaired as necessary
- Replace light bulbs – clean light fittings as required
- Remove and clean flyscreens and clean windows if necessary.
- Service doors and hinges
- Repaint areas of high usage as required
- Maintain and service all weather strips to unit doors
- Prior to each program check each room for blown globes, leaking taps, shower doors or any other maintenance issue and attend to accordingly.

Other Duties

- Provide assistance to participants, especially on arrival with bags etc, visitors and staff in a friendly and responsive way.
- Prepare the meeting rooms that require special set up and ensure equipment required by therapists is in available and in working order.
- Maintain regular safety checks inside and outside.
- Maintains security features and respond to appropriate requests to investigate.
- Institute a program for fire safety; conduct fire drills, fire awareness days for staff and check equipment in good operating order.
- Monitor and maintain water (inc testing) and gas supplies (including overnight therapist accommodation).
- Arrange for quotes and project manage new projects and improvements for which you are made responsible.
- Pick up local goods as required
- Actively investigate areas that may become of concern in the future and report these along with recommendations to the CEO.
- Communicate across The Gawler Foundation regarding maintenance and garden program and procedure.

Selection Criteria

An effective Maintenance and Grounds Manager will have or be able to develop a majority of the following skills and characteristics:

- A commitment to The Gawler Foundation and its work.
- A clear understanding of the vision and goals of The Foundation.
- An enthusiastic, pro-active self starter who takes pride in their work.
- Empathy, sensitivity and respect for TGF participants, supporters and staff.
- Demonstrable experience in creating relationships of respect and trust.
- Self motivated and able to work independently.
- Good time management skills.
- An attention to detail.
- Solid experience in a hands-on maintenance role involving building and grounds maintenance with the ability to undertake a wide range of maintenance functions – carpentry skills and general handyman skills essential.
- Tractor experience would be highly desirable, capacity to use small machinery such as chainsaw, rideon mower, electrical tools etc advantageous..

- Good people and communication skills. Able to interact in a warm and compassionate manner when dealing with program participants over the phone or in person, while functioning in a highly professional manner.
- The ability to put personal issues and needs aside while focusing on the needs of participants/clients.
- A demonstrated ability to work as an active engaged member of staff working towards a common vision.

Budgeting

- In conjunction with the CEO prepare annual budgets by providing information around plans for your area of responsibility.
- Responsible for complying with expenditure budget including monitoring monthly expenditure.
- Ensure on going evaluation of the work being done is in line with annual and other agreed plans

Reporting Relationship

The position reports to the CEO through the Finance Manager, David Peterson

Conditions

- This is a permanent full time position Monday – Friday. Office hours are 9am to 5pm (or 8-30am – 4-30pm). Some out of hours flexibility is required.
- This position is located at the Yarra Valley Living Centre in Yarra Junction (about 70km east of Melbourne city)
- A suitable remuneration package will be negotiated according to experience, training and qualifications. As a public benevolent organisation, The Foundation can offer attractive salary packaging options.
- employer superannuation contribution (currently 9% per annum)
- Annual leave: 4 weeks per year
- Personal leave:10 days (includes 8 days sick leave, bereavement leave etc)
- Currently,lunch is provided on program days where there are more than 25 participants.
- No fees payable for attendance at workshops/lectures offered by The Foundation
- Staff receive a 20% discount on books etc purchased from The Foundation's bookshop
- All staff are expected to comply with The Foundation's principles whilst on The Foundation's premises: no smoking, no alcohol and vegetarian dairy-free food
- It is requested that staff provide 2 weekend days per year on a voluntary basis to support public events.
- Staff meditation is held on Thursday morning 9.00 – 9.20 am

Commencement date

TBC

Applications

Applicants for this position should address the selection criteria of the role. Applications should be sent to Karin@gawler.org Closing date for this position is: 24 May 2010