

Position Title	Assets Maintenance Officer
Portfolio	Corporate Services
Division	Facilities
Department/Cost Centre	05200
Classification	Specialist Staff Level 3
Position Number/s	101005, 101211, 102185
Reporting to	Manager – Facilities
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** – Education that Creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Facilities department services the diverse needs of South West TAFE (SWTAFE) by managing and maintaining SWTAFE buildings, plant and equipment, grounds and facilities used in the delivery of services to a diverse range of users in multiple locations. SWTAFE operates from Warrnambool, Hamilton, Portland, Colac and Glenormiston campuses as well as Sherwood Park.

The department provides efficient and effective services consistent with the guidelines of relevant and appropriate legislation and in a manner, which ensures South West TAFE complies with sustainable and environmentally sensitive practices. The department provides but is not limited to:

Building, property, grounds and asset maintenance;

- Fleet management including an online fleet vehicle booking system;
- Supply distribution;
- Capital works delivery;
- Staff and campus security and physical access
- Essential Safety Measures Management (ESMs);
- Cleaning Management;
- Site Safety
- Contractor Management;
- Utilities Management;

- Waste Management;
- Emergency Management;
- Resource Management.
- Asset Utilisation

Position Overview (Your Opportunity)

The Assets Maintenance Officer is responsible for the ongoing cleaning and maintenance of the campus. The position will perform a range of cleaning and maintenance tasks, both within and external to the building in accordance with relevant maintenance schedules, or as required.

The Assets Maintenance Officer works under routine supervision, but with limited direction. The position operates in a team environment where appropriate and will ensure that the grounds and facilities of the campus are maintained in a safe, clean and hygienic condition at all times.

To perform effectively in this role, the Assets Maintenance Officer works closely with other cleaning, grounds and maintenance staff to ensure the cleanliness of, and appropriate maintenance of, the grounds, facilities and resources of the campus.

In all interactions, and in the work context, the position must act in professional manner and be courteous and cooperative to all staff, students and public users of SWTAFE's facilities.

The Assets Maintenance Officer (AMO) works closely with the staff of the campus, as well as Facilities department staff as appropriate, to meet work requirements.

To support campus operations, the AMO works cooperatively with both internal and external clients and may involve interaction with staff and students at the Campus. There will be a requirement to liaise with suppliers and contractors external to SWTAFE to ensure the availability of materials and equipment. In this context the AMO builds positive relationships with staff at all levels of the organisation and with external clients as appropriate.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- Action room setup requests (submitted via WSM maintenance software) typically associated with physical classroom and/or teaching space assets pertaining to meetings, events, awards nights, etc.
- Undertake general cleaning of areas within the campus including specialised cleaning of specific purpose areas, e.g. computer rooms.
- Periodic cleaning in accordance with area specification including, but not limited to, windows, stripping, sealing of vinyl, carpet cleaning.
- Assist the Facilities department with maintenance activities at SWTAFE's campuses as required.
- Contribute to the physical appearance of the vehicle fleet by conducting cyclic vehicle cleaning internally and externally, and maintenance checks.
- Ensure the appropriate handling and reporting of lost property.
- Undertake other cleaning and appropriate property maintenance duties as may be directed from time to time.
- Contribute to the security of SWTAFE facilities and buildings by reporting any incident, accident or maintenance related issues to the Manager or via other appropriate avenues.
- Take responsibility for health and safety matters in the areas of control, including the proper use and storage of materials and/or equipment used.

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct

Position Description

- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Demonstrated experience in cleaning both in domestic and commercial settings including a demonstrated ability to be responsible for the work area subject to routine supervision
- Ability to lift and carry furniture, equipment and goods either manually or mechanically depending on relevant weights and size
- Demonstrated initiative and problem solving skills and strong organisational skills with attention to detail and the ability to work to timelines
- Sound knowledge of safe work practices relating to machinery, equipment and chemicals used to undertake an assets maintenance role
- Developed communication and interpersonal skills including the ability to interact effectively with a diverse range of people
- Competence in the use of the Windows operating environment, including an operational knowledge of the MS Office products. Experience in researching the Internet, using internet based applications and database management software would be an advantage
- General understanding of working in a professional working environment

Qualifications and Requirements

Mandatory requirements

- Certificate III in Assets Maintenance and or relevant experience in a cleaning or asset maintenance role
- A current Drivers Licence.
- Employee Victorian Working with Children and satisfactory Police Check

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

Position Description

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Josh Webster	11/09/2024
Approved by	Department Executive Manager	Russell Bennett	Click here to enter a date.
P&C review	People & Culture	Angie Bayne	12/09/2024
Agreed by	Incumbent		