

Job Description:

Job overview: The Maintenance Officer is responsible and accountable for maintaining the infrastructure, plant and equipment of the RACV property. The role is focused on ensuring that the day-to-day requirements are delivered to a consistently high standard and that the appropriate level of service to members, guests and visitors is maintained.

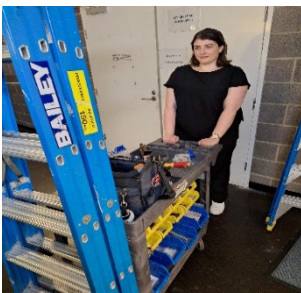
Environment: Working both mix of indoor and outdoor

Psychosocial demands: Close interaction with work colleagues, customers and external sources.

Shifts: Due to the 7day/week nature of the operation, flexibility is required by the incumbent to assist with occasional unscheduled or on call duties and will require a presence on weekends. May be required to work outside normal working hours, including evenings or weekends, especially during emergencies.

PPE: Safety boot and toe cap, flat with non-slip soles, safety glasses, gloves.

Pushing Trolley



Using Equipment



Lifting items

**Key Tasks:**

1. Perform general maintenance to RACV property buildings to ensure that equipment, fittings, and fixtures are maintained in a safe and operational condition, with minimal interruption to the operation of the business. Always ensuring that tasks are carried out within the agreed time frames
2. Proactively identify maintenance issues and regularly assess property conditions to appropriately schedule maintenance tasks.
3. Assist in carrying out or overseeing the preventative and periodic maintenance of all plant, equipment, and buildings of the RACV property.
4. Supervise contractors and monitor performance and assist with the management of relationships with third party suppliers, regulatory bodies, industry bodies, and internal service suppliers
5. Ladder and EWP use as needed

Postural Tolerance	O	F	C	Comments
Sit	√			Admin work
Stand			√	As required
Walk		√		Between rooms
Kneel		√		Carpet maintenance
Squat		√		Power point access
Crawl	√			Accessing roof
Twist	√			Avoid by moving feet

Material Handling	O	F	C	Comments
Lift		√		Up to 10kg
Carry		√		Tool Bag
Push	√			Carts or equipment
Pull	√			Carts or equipment
Reach		√		Light bulb change
Grip			√	Handling tools
Dexterity		√		Handling tools

Job Modifications:

- Rotation of tasks
- Reduce MH duties
- Tasks based in the office only

Alternate Duties:

- Supervision
- Conduct Audits
- Admin tasks