

## Position Description

<b>Position Title:</b>	Facilities Maintenance Leader
<b>Reports to:</b>	Asset and Facilities Specialist
<b>Business Unit:</b>	Operations

### Position Objective

To ensure PARC's assets are maintained to a high standard in accordance with the Asset Management Plan, and the facility is presented at all times to the highest possible standard. By achieving this you will ensure asset downtime and facility closures are limited and the life of PARC's and Council's assets are prolonged.

### Responsibilities

#### Key Responsibilities

- Maintain the PARC asset register for all PARC and Council owned assets under PARC's management control.
- Ensure all Preventative and Reactive Maintenance works (and checks) are carried out in a timely fashion
- Implement and maintain the MyMaintenance software database.
- Ensure all assets are maintained with regard to manufacturer's guidelines, legislative requirements, Australian standards and best practice.
- Ensure water treatment and mechanical services plants are maintained to the highest possible standard at all times.
- Ensure pool water quality is maintained through the development and implementation of plant maintenance programs designed to provide the highest quality water at all times, this will include backwash procedures, cleaning of essential filtration components and regular maintenance, as outlined in WQMP.
- Coordinate general facility maintenance and cyclical cleaning in a timely manner to minimize hazards and downtime of any equipment or facility.
- Ensure facility presentation is maintained at the highest possible standard, including the development of cleaning checklists, audit schedules and contract cleaner management procedures.
- Provide leadership and direction to the Cleaning team and Facilities Maintenance Officer.
- Develop and implement quality administrative systems to manage routine tasks including equipment inspections.
- Ensure all members and guests receive the highest possible level of facility cleanliness, presentation, and exceptional water quality at all times.
- Maintain a high level of communication, motivation and training with all staff.
- Ensure all facility plant and equipment is safe for use, and that the facility itself is safe for all employees, members and guests.
- Train and develop employees, facilitating their understanding of PARC procedures, manuals and task lists.
- Ensure that PARC's policies and procedures are adhered to at all times and that any potential or actual problems are dealt with in a timely manner.
- Provide advice to members and guests and refer specific enquiries to the appropriate staff member.
- Lead performance management meetings and any disciplinary action in conjunction with the Asset and Facilities Specialist when needed.
- Perform regular stock takes and ordering of consumable items, including pool chemicals and cleaning supplies, to ensure adequate stock is maintained.
- Assist in the recruitment of new employees.
- In conjunction with the Asset and Facilities Specialist, review operational budget and business plan.
- Review and publish Facilities Maintenance Officer and Clean Team Rosters 1 month in advance
- Upkeep and maintain Contractor Management Files in Sharepoint
- Liaise with all contractors for onsite works, signing off and tracking all preventative and reactive maintenance

#### Health and Safety

- Ensure all work practices and procedures developed are in line with all relevant legislation and the PARC Occupational Health and Safety Policy.
- Participate as a member of the PARC Safety Committee.

#### Manage Direct Reports

- Coach, develop and mentor Facilities Maintenance Officer to maximize performance
- Conduct effective performance reviews
- Provide regular company updates to direct reports
- Manage Facilities Maintenance Officer in line with company policies & procedures

#### Other

- Provide assistance to team members when required
- Undertake other key responsibilities or activities as directed

<b>Key Selection Criteria</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Current Level 2 First Aid</li> <li>• Pool Operators Certificate</li> <li>• Oxygen Equipment certificate (desirable)</li> <li>• Completion of Fire Wardens Course (desirable)</li> <li>• Completion of defibrillation training</li> <li>• Current Police Records Check</li> <li>• Current Working With Children's Check</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the operations of large multi-purpose leisure centres</li> <li>• Experience in Pool Plant Operations and equipment maintenance</li> <li>• Knowledge and understanding of water treatment and mechanical services plant operations</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Planning and organising</li> <li>• Written and verbal communication</li> <li>• General maintenance skills</li> <li>• Conflict resolution</li> <li>• Computer Literacy Skills</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Commercial Focus</li> <li>• Decision Making</li> <li>• Problem Solving</li> <li>• Resilience</li> <li>• Culture Fit</li> </ul>

<b>Standards of Behaviour</b>	
<b>Equal Employment Opportunity "Respect"</b>  <b>Work Health &amp; Safety "WH&amp;S"</b>  <b>Code of Conduct</b>  <b>Policies &amp; Procedures</b>  <b>Confidentiality</b>	Peninsula Leisure employees are expected to: <ul style="list-style-type: none"> <li>• Contribute to the efficient functioning of the team in order to meet Peninsula Leisure objectives.</li> <li>• Demonstrate and comply with professional workplace behaviours, Peninsula Leisure's Code of Conduct, Policies, Procedures and Confidentiality requirements.</li> <li>• Participate in the planning, development and review of performance objectives associated with the role.</li> <li>• Comply with Peninsula Leisure's Equal Employment Opportunity by treating all others with respect and consideration.</li> <li>• Take reasonable care to ensure your own health and safety at work and that of any other person, and by co-operating with management in the keeping of a safe work place.</li> </ul>

<b>Peninsula Leisure Values</b>	
<b>Employees are expected to act responsibly &amp; in the best interest of Peninsula Leisure – our shareholders, our clients and other employees</b>	<p>We think PEOPLE:</p> <ul style="list-style-type: none"> <li>• We align the customer and employee experience</li> <li>• We welcome and engage every member of our many communities.</li> <li>• We act with integrity, honesty and respect</li> </ul> <p>We REIMAGINE</p> <ul style="list-style-type: none"> <li>• We have the courage to be unique and to think differently</li> <li>• We use the best resources and aligned partnerships to drive change</li> <li>• We celebrate success and recognise failure as a platform for future success</li> </ul> <p>We DELIVER</p> <ul style="list-style-type: none"> <li>• We believe in excellence and quality in service and practice</li> <li>• We work as ONE TEAM to pursue success and build commitment through collaboration</li> <li>• Our engagement with our customers and communities ensures we act in their best interests, for their benefit</li> </ul>

Please acknowledge that you understand this position description by signing both copies, one copy should be retained by yourself and the other copy is to be returned to Talent and Culture.

<b>Employee</b>		<b>Signature</b>		<b>Date</b>	/ /
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