



## POSITION DESCRIPTION

### **Alkira's Mission**

*Alkira strives to meet the needs and interests of people with an intellectual disability, through care and support that will enrich and challenge them to be a part of the world community.*

<b>TITLE:</b>	<b>Fleet &amp; Maintenance Coordinator</b>
<b>SERVICE AREA:</b>	Organisation Support
<b>REPORTS TO:</b>	Manager Quality, Risk & Support Coordination
<b>LIASION:</b>	<b>Internally</b> – all Alkira staff <b>Externally</b> – Contractors, DHHS/SIL coordinators for Housing Maintenance
<b>AWARD AND GRADE:</b>	Miscellaneous Award, 2020
<b>REVIEWED BY:</b>	Manager Quality, Risk & Support Coordination
<b>DATE LAST REVIEWED:</b>	August 2022

Alkira is a community sector organisation providing a range of services and supports for adults with an intellectual disability and their families in the Eastern Metropolitan region of Melbourne.

Alkira's service philosophy is based on recognising, fostering and celebrating each person's individuality which in turn informs the way that supports are provided; their capacity and participation in community life with all the associated rights and responsibilities. The social justice and human rights principles of access and equity strongly underpin the values and actions of the organisation.

All employees have a responsibility for contributing to:

- The multi-disciplinary teamwork of the organisation;
- Ensuring supports are provided to participants in consultation with their families;
- A process of continuous quality improvement throughout the organisation;
- The maintenance of organisational standards stated in the 'Code of Conduct' and legislative requirements regarding privacy, confidentiality and occupational health and safety.

## POSITION PURPOSE

This position is responsible for ensuring Alkira fleet vehicles, facilities, grounds and equipment are maintained to the highest possible standards, meet legislative compliance requirements and are safe for effective service delivery.

The role includes:

- Property, minor repair work and general grounds maintenance,
- Arranging, Coordinating and overseeing Contractors and sub- contractors,
- Ensuring fleet vehicles serviced, maintained and safe for use,
- Fleet vehicles comply and maintain Road Transport Authority requirements,
- Fleet vehicles have current registration and permits,
- Implementing an effective routine and reactive preventative maintenance program,
- Minor project co-ordination,
- Conducting site and fleet audits,

- Management of regulatory compliance and risk,
- Ensuring systems and processes are implemented and monitored,
- Maintaining and promoting a safe workplace environment.

This is a hands on role requiring the incumbent to act and respond manually to requirements, and apply an administrative mindset which coordinates and monitors activities.

The role will ensure that the operations of the services are consistent and relevant, and provided in compliance with Legislation, Standards, Alkira Policy and Procedures, Organisational Values, and relevant Occupational Health and Safety requirements.

Key Accountabilities	Key Performance Indicators and Responsibilities
1. Maintenance	<ul style="list-style-type: none"> <li>• Effective and timely reactive and routine preventative maintenance program.</li> <li>• Ensuring buildings, grounds and equipment are maintained, in safe working order, fit for purpose and any safety concerns or hazards are addressed accordingly.</li> <li>• Maintain skills and competency as relevant to the role and responsibilities.</li> <li>• Conduct regular site and vehicle safety audits.</li> <li>• Coordinate compliant annual testing and tagging, along with ad hoc requirements, of all electrical equipment.</li> <li>• Undertake and maintain training in testing and tagging competency.</li> <li>• Ensure all Essential Services maintenance requirements are met.</li> <li>• Coordinate and consult on relevant risk management assessment and control programs</li> <li>• Ensure Alkira's maintenance systems are developed, implemented, adhered to and reviewed to enable compliance with Occupational Health and Safety and Work Safe legislation and guidelines.</li> <li>• Carry out repairs when required.</li> </ul>
2. Contractor Supervision	<ul style="list-style-type: none"> <li>• Ensure all contractors meet the pre-approval process for screening and safety requirement, undertake organisation and site inductions, and maintain a safe work area. Ensure all contractors are licensed, qualified, and insured where appropriate.</li> <li>• Maintain a register of approved trade and repair contractors and providers.</li> <li>• Supervise and monitor contractor performance in line with works agreement, Workplace Health &amp; Safety and Alkira policies and procedures.</li> </ul>
3. Fleet Management	<ul style="list-style-type: none"> <li>• Implement an effective and compliant vehicle service and maintenance program.</li> <li>• Coordinate timely service, repairs and as required, accident damage claims.</li> <li>• Ensure fleet vehicles meet regulatory certification and safety requirement, registration and relevant permit requirements.</li> <li>• Undertake any minor non- mechanical repairs or adjustments.</li> <li>• Maintain a current vehicle data base.</li> </ul>
4. Administrative	<ul style="list-style-type: none"> <li>• Ensure cost effective maintenance and repairs within predetermined expenditure limits and seek approval for all items in excess of approved limits.</li> <li>• Maintain records, contribute to the preparation of reports, estimates, quotations and accounts, submit monthly reports, using computer applications and implement management procedures, policy and regulations.</li> <li>• Contribute to the preparation of annual budgets for repairs and maintenance for the organisation.</li> </ul>
5. Other Duties	<ul style="list-style-type: none"> <li>• Any other duties as requested by the Manager.</li> </ul>

## **KEY SELECTION CRITERIA**

### **Essential:**

- Proven property and fleet maintenance experience,
- Ability to take direction, use initiative and work autonomously,
- Excellent written communication skills,
- Sound computer skills in Microsoft Office,
- Excellent organisation, documentation and time management skills,
- Ability to prioritise,
- Access to a reliable and purposeful vehicle to carry out functions of the position.
- Clear NDIS Worker Screening check.
- Valid and current Victorian Licence.

### **Desirable:**

- Trade qualifications are highly preferable.
- Test and Tag certification, or willingness to obtain.

### **INHERENT REQUIREMENTS OF THE JOB**

#### **The successful applicant must:**

- Be willing for the Employer to undertake the following checks and Employment is subject to a satisfactory result; NDIS Worker Screening Check and Working with Children Check;
- Provide an International Police check if necessary;
- Provide evidence of professional qualifications and current registrations;
- Evidence of Australian Working Visa (if relevant);
- Current Victorian Drivers Licence with valid Driver History Report

#### **WH&S**

- Comply with all legislation and Alkira WH&S policies and procedures.

#### **TRAINING**

- It is an inherent requirement of your role to attend training identified as mandatory by Alkira.

**ALKIRA IS AN EQUAL OPPORTUNITY EMPLOYER**