

## POSITION DESCRIPTION

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<b>Position Title</b>	General Tradesperson
<b>Position No</b>	
<b>Department</b>	Holmesglen at Eildon
<b>Faculty/Centre</b>	Corporate and Commercial Services
<b>Classification</b>	Hospitality Level - HIL Level 4 (Tradesperson)
<b>Prepared By</b>	Manager - Holmesglen at Eildon
<b>Date</b>	October, 2023
<b>Reference No</b>	<i>(To be completed by Human Resources Department)</i>
<b>Approved By</b>	Associate Director - Human Resources
<b>Primary Objectives of Position</b>	<ol style="list-style-type: none"> <li>1. Ensure the ongoing maintenance and servicing of the buildings and equipment located at the Eildon campus.</li> <li>2. Monitor and maintain the water supply infrastructure including tanks, pumps, treatment systems, fire services, swimming pool and livestock troughs.</li> <li>3. Provide labor for the operational requirements including day to day support for the operation of a rural property providing accommodation, catering and rural learning services.</li> </ol>
<b>Manager/Supervisor</b>	<p>Manager - Infrastructure and Property Services</p> <p>Through the Manager this position functionally reports to the Manager – Holmesglen at Eildon in relation to day to day operations (Manager).</p>
<b>Subordinates (Where Applicable)</b>	Not applicable
<b>Internal Communication Requirements</b>	<ul style="list-style-type: none"> <li>▪ In the delivery of day to day services, liaise closely with the Manager and staff of Holmesglen at Eildon.</li> <li>▪ Liaise with the Manager - Infrastructure and Property Services, and other members of property services team, regarding property and infrastructure requirements.</li> <li>▪ Attend operational meetings of Holmesglen at Eildon and provide advice and reports to internal stakeholder in relation to building and equipment infrastructure matters.</li> </ul>

## **External Communication Requirements**

Effectively liaise with the farm lessee, suppliers, contractors, utility providers and repair and maintenance companies as required.

## **Specific Accountabilities**

1. In accordance with Infrastructure and Property Services department requirements, regularly service and maintain equipment and undertake routine maintenance operations.
2. Monitor and ensure the effective and efficient operation of water pumping/grey water and ultraviolet treatment works and liaise with appointed contractors as required.
3. Use machinery, tools and equipment to support ground operations and maintain buildings, facilities and infrastructure in accordance with established maintenance schedules.
4. Oversee the operations of the Holmesglen at Eildon maintenance workshop including inventory control.
5. Be on call for break fix situations, particularly at times of guest check-ins and also as detailed in the campus maintenance log.
6. Assist with the implementation of new landscape projects and maintain the grounds and facilities to ensure optimum presentation and amenity.
7. Assist with the receipt of goods delivered to the Eildon campus.
8. Conduct annual electrical test and tagging in accordance with regulations and the requirements of Holmesglen at Eildon.
9. Provide labour, support, equipment and materials to other Eildon campus operating departments.
10. Undertake regular standard servicing of smoke detectors, air conditioner filters, ice makers and emergency and standard interior and exterior lighting systems consistent with compliance standards.
11. Assist with the transportation of goods, equipment and people, including student groups, around the property.
12. Ensure compliance with the Institute's policies, rules, procedures and guidelines, including Child Safety Standards, and contribute to the continuous improvement of operational systems and processes.
13. Comply with Holmesglen policies, procedures and processes, and applicable legislative and regulatory requirements, and contribute to the ongoing improvement of systems and processes.
14. Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
15. Act in accordance with Holmesglen Safety policies and procedures, including Child Safety Standards, to ensure that departmental operations comply with Occupational Health and Safety legislation.

## **Qualifications and Licences**

### **Minimum**

- Certificate III or higher in a relevant building trade and relevant work experience
- Current Victorian Heavy Vehicle Driver's Licence including certificates related to the operation of heavy garden maintenance machinery including tractors, back hoe and welding equipment.
- Current Test and Tag certification

<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>▪ Current and valid driver's licence.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>▪ Plant Operator OHS card</li> <li>▪ Welding &amp; Fabrication certification</li> <li>▪ White Card – Construction Industry</li> <li>▪ Basic First Aid certification</li> </ul> <ul style="list-style-type: none"> <li>▪ Knowledge of: <ul style="list-style-type: none"> <li>- maintenance requirements of a remote area rural and hospitality venue operating with no mains water or town sewerage</li> <li>- maintenance of outdoor recreation and sporting equipment and facilities</li> <li>- workshop management, stores and inventory control</li> <li>- OH&amp;S requirements including manual handling techniques (heavy lifting techniques), working at heights and applicable permits.</li> </ul> </li> <li>▪ Familiarity with the accommodation, hospitality, outdoor recreation and school camp industries.</li> <li>▪ Local area knowledge including familiarity with goods and services suppliers, utility providers repair and maintenance companies.</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>▪ Experience in: <ul style="list-style-type: none"> <li>- general building and facilities maintenance including gardening and landscape operations</li> <li>- providing general maintenance services for, and operating and servicing equipment at, a farm/agriculture/hospitality venue.</li> </ul> </li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>▪ Ability to: <ul style="list-style-type: none"> <li>- plan, organise and execute job priorities to a high standard</li> <li>- operate and maintain equipment and machinery used in a farm or agriculture environment and/or in a rural hospitality venue</li> <li>- effectively operate a functional workshop including inventory control</li> <li>- ability to use a full range of hand tools and to undertake a range of general building maintenance and mechanical servicing activities including carpentry and renovations</li> <li>- work both independently without supervision and effectively as part of a team.</li> </ul> </li> <li>▪ Basic numeracy and literacy skills, including sound verbal communication and customer service skills and a demonstrated ability to relate to a diverse range of clients.</li> <li>▪ Self-motivated with the ability to use initiative, work both independently without supervision and effectively as part of a team.</li> </ul>
<p><b>Key Selection Criteria</b></p>	<p>In addition to qualification requirements the successful candidate will have:</p>

1. Demonstrated experienced in a general building and facilities maintenance including water treatment systems and pumps, gardening and landscape operations.
2. Proven ability to operate and maintain machinery, tools and other equipment used in a a farm or agriculture environment and/or in a rural hospitality venue.
3. Proven ability to work effectively and collaboratively as part of a team, with the ability to use initiative, problem solve and function effectively with minimal supervision.
4. Demonstrated understanding of OH&S issues in the delivery of maintenance and servicing activities.
5. Ability to effectively operate a functional workshop including familiarity with inventory control and procurement policies.
6. Demonstrated interpersonal and communication skills, customer service focused for a hospitality venue and ability to relate to a diverse range of people.

**Note**

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- All employees must provide evidence of COVID-19 vaccination status.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.