

MAINTENANCE CARPENTER

DEPARTMENT: Pindan Asset Management

POSITION TITLE: Maintenance Carpenter

POSITION TITLE THIS POSITION REPORTS TO: Supervisor/Branch Manager

POSITION SUMMARY:

The key accountability of this position is to ensure the efficient and accurate delivery of maintenance works and services in accordance with organisation objectives. This includes effective leadership to all employees, tenants, subcontractors, suppliers and most importantly the Client to ensure that objectives are met. You will drive consistent quality outcomes that maximise Pindan reputation and financial outcomes.

ESSENTIAL QUALIFICATIONS, EXPERIENCE, COMPETENCIES:

Qualifications:

- Trade certificate
- Minimum of five (5) years' experience working as a tradesman
- Maintenance experience
- Excellent customer service and communication skills
- Be reliable, punctual, and able to work autonomously
- Hold a valid WA Drivers Licence
- Be able to provide a satisfactory Australian Federal Police Clearance prior to commencement and hold either an Australian citizenship or a permanent resident visa status

Experience:

- 3+ year's previous construction/maintenance supervisory experience; or 10+ years qualified trade experience
- Experience using Computerised Maintenance Management System
- Working with tenants as a third party stakeholder
- Proven track record with trade, construction and service industry relevant experience in operations of similar scale, e.g. technical knowledge of residential housing and associated works
- Leadership abilities and experience of supervising direct labour and subcontractors of all disciplines
- Experience in maintenance of similar scale
- Demonstrated experience in the delivery of maintenance services and continuous improvement
- Demonstrated competency in Safety & Health Management, resource Management and maintenance program and methodology

MAIN ACTIVITIES OF THIS POSITION:

Activities	Description of activities and responsibilities
Key Skills	<ul style="list-style-type: none"> • Deliver high quality, timely, consistent service delivery • Manage tenant expectations to drive favourable outcomes for Pindan • Proactively represent the company at all times • Build and encourage cultural diversity • Decision making skills, e.g. quick thinking and confident in outcome • Conflict resolution skills, understanding of impact of self on others, Influencing skills • Effective financial, cost and expenditure management skills • Management skills in planning and managing work tasks • Manage supply chain and inventory management processes • Ability to plan work and achieve outcomes • Through understanding of Work Order lifecycle • Demonstrate active safety, quality & environmental leadership and take ownership / responsibility • Build and maintain a risk management culture by forming positive relationships with Safety, Quality, Environment, Community with all stakeholders • Identify & recognise risks prior to works commencing, apply controls to mitigate risk • Communicate risks and their controls with the right people at the right time and engage employees in process • Project planning skills and delivery of scope • Prioritisation of scheduled works within a dynamic environment • Project document and records management skills • Effective problem solving techniques and skills especially as it relates to delivery of outcomes • Effective time management skills including sequencing of own work and resource time management • Skills in progress reporting and completion of activities • Skills in use of compliance reporting procedures and processes • Computer skills to support timely correspondence and data entry • Strong verbal and written communication skills and presentation skills, e.g. facilitating team meetings and engaging groups to achieve outcomes • Effective stakeholder and relationship management skills • Design implementation skills, e.g. review design documentation, read drawings, provide constructive review and oversee implementation of final designs • Develop scope of works document to assist with quoting

Essential Knowledge	<ul style="list-style-type: none">• Knowledge of managing performance management of teams, subcontractors and workforce• Thorough knowledge of contract technical specifications and relevant standards• Knowledge of industrial relations and HR practices relevant to the contract• Understand company safety, environment and quality requirements that apply to roles• Understand if any areas need specific approvals, licences or permits to work• Understand drivers of time and quality and budget and impacts of work• Knowledge of compliance and reporting procedures and processes
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EMPLOYEE:

Name: _____ Signature: _____ Date: _____

MANAGER:

Name: _____ Signature: _____ Date: _____