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| Position Title: | Maintenance & Grounds Co-ordinator |
| Position Type: | Full time |
| Location: | Doxa Malmsbury Youth Camp Office, Glenlyon |
| Reporting Relationship: | Camp Manager |
| Remuneration: | $63,000 plus superannuation for the full -time role and PBI benefits |
| Reviewed: | February, 2021 |

**The Context**

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to improve outcomes for disadvantaged children and young people across Victoria. We have a particular focus on providing camps and assisting young people to succeed in their studies and the workforce.

**Roles and Responsibilities:**

The role is an integral part of the Malmsbury Camp middle management team and is responsible for the preparation, maintenance, upkeep and cleanliness of the camp. It has direct supervisory responsibility for a team of three cleaners and employs and oversees contractors to complete specialised works. The role proactively and reactively ensures the Malmsbury camp is fully operational and maintained in terms of the site itself as well as associated equipment and facilities. The role responds to emergencies as necessary, to ensure a safe, compliant, economically run and fully functioning camp.

**Duties**

* Ensure the Malmsbury Camp buildings, infrastructure and grounds are maintained to a high standard.
* Organise and prioritize all maintenance projects as required for either service intervals, compliance, best practice or as required.
* Ensure compliance with health and safety regulations and legislation.
* Report to the Manager any specialised repairs or maintenance required on the property.
* Employ and oversee contractors.
* Manage and lead the cleaning team.
* Keep expenditure within budget.
* Co-ordinate responses to emergency situations when the camp manager is offsite.
* Deal with unpredictable and non-routine situations.
* Act as a First Aid officer if required.
* Assist in sustainable land management, upholding the site as a natural bushland site with native gardens, lawns, camping areas and Land for Wildlife.
* Work independently and in a team as a team leader to build rapport, efficiency, positive culture, and flexibility across departments.
* Attend relevant internal and external meetings.
* Other duties as required.

**Selection Criteria:**

*Essential:*

1. Experience in a similar role.
2. Demonstrated experience in managing a small team including scheduling work.
3. Experience in using subcontractors to complete works and evaluating their performance.
4. An understanding of the statutory requirements and ensuring compliance with health and safety regulations and legislation.
5. Administration and IT skills including proficiency using Microsoft Office, Excel and Outlook.
6. Strong eye for detail.
7. Excellent organisational skills with the capacity to multitask and prioritise.
8. Ability to relate well to a broad range of people, including children, teachers and camp staff.
9. Capacity to work independently and as part of a team.

*Special Requirements:*

* Victorian Working with Children Check
* Must undergo a National Criminal History Check prior to employment.
* Current Drivers Licence
* First Aid qualification

*Desirable:*

* Trade qualifications such as building, electrical or plumbing.
* Chief Fire Warden or Fire Warden training
* Bus licence (light rigid or rigid)
* Chainsaw, handling chemicals, OH&S, Working at Height tickets.

Contact Person:

For further information about the position, please contact Anthony Callaghan, Camp Manager or Sean Adam Assistant Camp, Manager on 03 54734230.