

<b>Position Title:</b>	Maintenance Assistant
<b>Job Type:</b>	Permanent Full-time
<b>Region:</b>	Mackay, Queensland
<b>Facility:</b>	Mater Private Hospital Mackay
<b>Reporting to:</b>	Engineering Services Manager
<b>Closing Date:</b>	Open Until Filled
<b>Salary:</b>	Level 2 Hospitality

Base salary range for these positions are:  
\$25.47 to per hour \$28.02

MH&ACCQL – Hospitality and Services – Enterprise Agreement 2014-2016

The appropriate salary will be dependent on the period of applicable prior experience and are exclusive of allowances, penalties, and superannuation

<b>Enquiries Contact:</b>	Warren Eggleston, Engineering Services Manager
Email:	<a href="mailto:warren.eggleston@mater.org.au">warren.eggleston@mater.org.au</a>

## About the Role:

Working under the direction of the Engineering Services Manager, the Maintenance Assistant is responsible for assisting in the provision of a clean and well-maintained environment for staff, visitors and patients by attending to general repairs to buildings, equipment and grounds. Further to this, the Maintenance Assistant shall be committed to and assist in the smooth and efficient running of the Engineering Services Department.

## What you'll be doing:

- Perform all general activities associated with meeting the service delivery expectations, with an emphasis on excellence in customer service, of the Department
- Accept and work towards the timely and successful completion of assigned tasks arising from allocated requisitions, electronic or otherwise, within scope of personal and professional competency and within established time parameters;
- Contribute to meeting the objectives of planned and preventative maintenance plans;
- Maintain electronic and hardcopy logs and registers to reflect the current status of assigned jobs and plant and equipment;
- Contribute to the maintenance and favourable presentation of gardens and grounds;

- Contribute to the safety of the Engineering Services team by ensuring plant room and workshop areas are clean and tidy;
- Adhere to manufacturer's instructions, organisational policy, Codes of Practice and/or legislative requirements in regards to the operation, handling and storage of tools, materials and associated items;
- Identify hazards, faults and damaged plant or equipment and assign for repair in the appropriate register;
- Assist in the management and provision of facility linen and waste management as required;
- Fulfil required corporate, mandatory and professional development and competency requirements within stipulated timelines;
- Assist in the orientation and induction of contractors or labour hire personnel to the Department and facility(s) to ensure all compliance requirements are met.

### About you:

To be successful in this role, you will demonstrate the following criteria:

- Previous experience in a hospital or maintenance role;
- Excellent, non-confrontational communication skills and manner
- Ability to recognise and prioritise tasks effectively; and
- Ability to engage with a variety of people.
- Bearer of a current "c" class manual license
- A commitment to adhering to the Mater immunisation requirements, which includes being fully vaccinated against COVID-19 and providing appropriate evidence as prescribed by [Services Australia](#) prior to commencement;
- Australian Citizenship, permanent residency, a current work Visa with no restrictions

### Interested?

**To apply:** Go to Maintenance Assistant Job in Mackay & Coalfields – SEEK

\*\*\*All applications must be submitted via SEEK and not directly to an internal source\*\*\*

Be sure to submit your application as soon as possible as there is no nominated closing date. Mater Mackay is keen to fill these positions as soon as possible, therefore selection processes will be undertaken while the campaign is open with the view that it will be closed as soon as a suitable candidates have been sourced.

**\*Mater will not accept CVs or introductions from Agencies except on invitation. Any unsolicited introductions will not be considered as valid for the duration of this campaign\***

