

Position Vacant 2018

Department:	MAINTENANCE
Job title:	ASSISTANT WORKPLACE OPERATIONS MANAGER
Applications open:	WEDNESDAY 11th JULY 2018

National Trust of Australia (Queensland) – Currumbin Wildlife Sanctuary is currently seeking a qualified, and motivated tradesperson at Supervisor level, who is multi-skilled in general maintenance duties and repairs including carpentry and plumbing. As the Assistant to the Workplace Operations Manager this position will hold responsibility for performing day to day maintenance requirements for the Sanctuary as well as the requirement to provide positive leadership and direction to other maintenance team members.

Details about this Position:

- This role will be second in charge of a small work team consisting of 5 multi-skilled trades that hold responsibility for constructing, repairing and maintaining all physical structures and assets within the 26 hectare Currumbin Wildlife Sanctuary and associated rental properties.
- Hands-on role assisting with the management of maintenance services and overseeing preventative maintenance programs.
- Assists Workplace Ops Manager with training and supervision of maintenance team.
- This is a work environment where visibility to general public is a factor. Worksites are therefore required to be safe, tidy and well organised.
- Developing, monitoring and ensuring timely completion of maintenance tasks both short and long term.
- Ensure all maintenance works internal and external are completed to schedule and safety standards.
- Will hold responsibility to effectively provide holiday coverage for the Workplace Operations Manager during period of absence.
- Hands on performance of day to day maintenance tasks including carpentry, painting, paving and will include first fix and second fix trade work from excavation through to fitouts.
- Manage effectively workshop stores inventory and stock.
- Appropriate level of health and fitness required to perform physical duties outdoors, walk long distances, bending and twisting and lifting within environments that may be noisy, dusty etc.
- This is a salaried full time position working 40 hours per week Monday – Friday.
- The successful candidate will be required to provide a current satisfactory police check.
- Non-smoker preferred.

Selection Criteria:

1. At least 3 years' experience at senior level in general maintenance or all-rounder trades role. Will be able to show initiative and expertise to successfully scope and complete maintenance tasks.
2. Trade qualification in Carpentry is required with ability to supply own tools preferred.
3. Estimation skills highly desirable, with ability to capably use Microsoft Word.
4. Qualifications highly desirable are: manual licence, forklift, skid steer, MR licence, and white card.
5. Knowledge of and willingness to enforce all W.H.S guidelines/policies/protocols.
6. Effective communication skills, both written and verbal, with a strong attention to detail
7. Past experience with working productively within a small team – able to follow direction without supervision and demonstrate initiative to complete job tasks within given time frames.
8. Appearance and behaviour to be of an acceptable standard to work in public areas in a tourism organisation. You will be expected to engage in a professional, friendly and courteous manner towards all Sanctuary visitors.
9. Must be comfortable to work in an environment with mammals, birds and reptiles including snakes.
10. You will be reliable, hard- working and a strong and supportive team player.

How to Apply

Your application should include your resume plus a brief cover letter stating how you meet the Selection Criteria. Please email your application to this email address: employment@cws.org.au.