

# Zoodoo Zoo

## Position Description

**Job Title:** Maintenance Officer

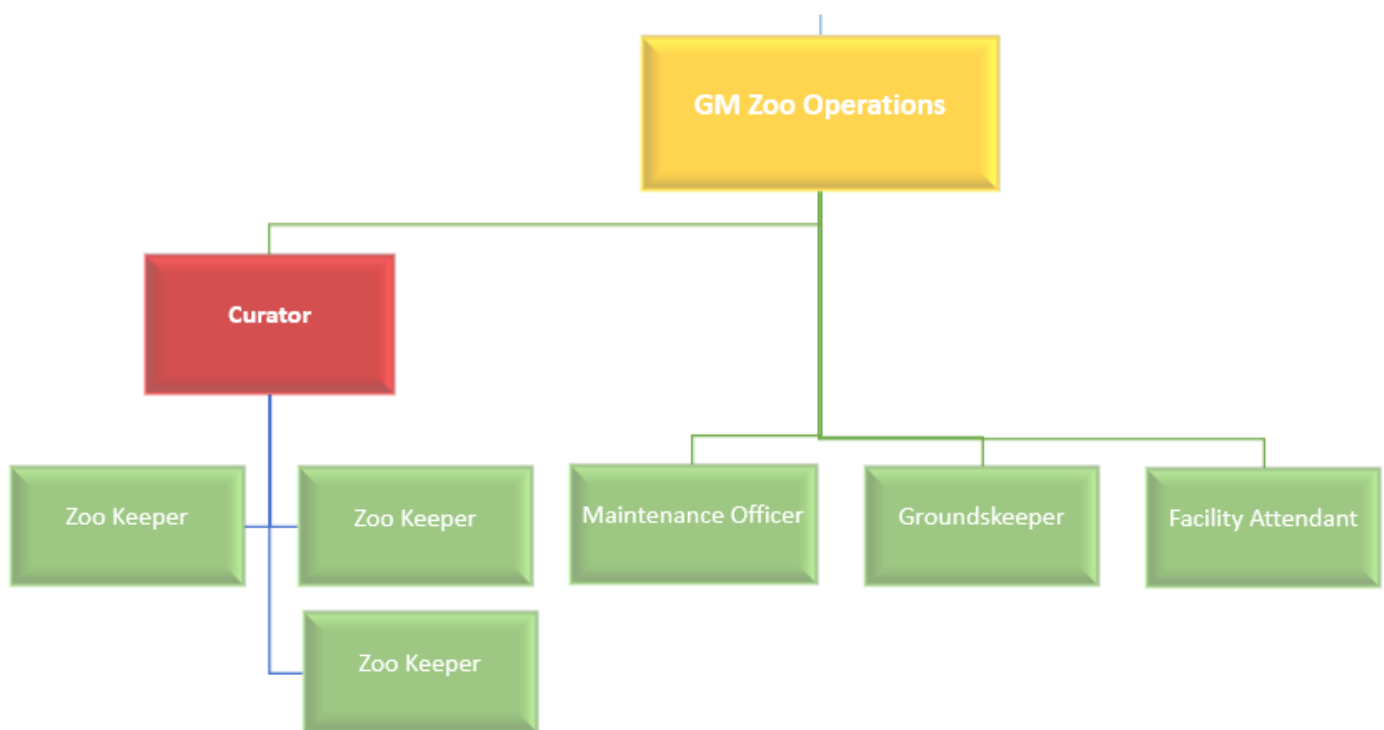
**Work Location:** Zoo

**Division/Department:** Zoo Operations

**Reports to:** General Manager Zoo Operations

- Full-time
- Part-time

**Organisational Structure:**



**Position Purpose:**

The Maintenance Officer is responsible for ensuring ongoing maintenance of the Zoo assets and work on the building of minor projects. The role is responsible for ensuring programs, schedules and processes are completed for maintenance of the Zoo's habitats, buildings, vehicles, and infrastructural services. The role will also oversee the disposal of waste in the Zoo and contribute to improving the general appearance of the Zoo. This role works in collaboration with other departments to ensure the strategic outcomes for the Zoo.

## **Essential Duties and Responsibilities:**

### **Essential**

- ❑ Practical experience in building and/or construction industry trades.
- ❑ Demonstrated ability to make effective and efficient use of allocated resources.
- ❑ Fit and active and able to meet the physical requirements of this job.
- ❑ Demonstrated ability to plan working day including scoping out length and difficulty of tasks, working to schedules, anticipating, and adjusting for problems and roadblocks.
- ❑ Self-motivated with initiative and able to work with minimal supervision.
- ❑ A proactive problem solver who takes great pride in their work.
- ❑ Excellent time management skills and the ability to effectively manage multiple requests and priorities.
- ❑ Computer skills with proficiency in using Microsoft Office applications.
- ❑ Excellent communication skills
- ❑ Co-operative enthusiastic team player.
- ❑ An ability to relate well to all kinds of people and develop constructive and effective relationships.
- ❑ Knowledge and experience of Worksafe safety practices and procedures.
- ❑ Working with vulnerable people card (or commitment to acquiring one pre-employment).

### **Facilities and Plant Maintenance**

- ❑ Implement the maintenance of buildings, exhibits and infrastructural services as per the Maintenance Schedule.
- ❑ Assist the General Manager Zoo Operations to identify and document the Zoo's asset maintenance requirements.
- ❑ Assist the GMZO to maintaining asset maintenance plans for the Zoo (habitats, buildings, facilities, vehicles, plant and infrastructural services).
- ❑ Assist the GMZO in the development of improvement plans for exhibits, buildings, facilities, grounds, and infrastructural services which support the Zoo's Maintenance Plan.
- ❑ Carry out regular maintenance inspections of Zoo grounds, habitats and safety equipment and notify GMZO of appropriate maintenance required.
- ❑ Implement the maintenance of all plant and machinery as per the Maintenance Schedule.
- ❑ Implement all maintenance and servicing of the Zoo's vehicles as per the Maintenance Schedule.

### **Contractors**

- ❑ Act as a contact point for external contractors working in the Zoo as directed by GMZO.
- ❑ Strategically manage all service contracts to ensure continuing cost effectiveness and achievement of best value.
- ❑ Assist GMZO to check that agreed work by contractors has been completed satisfactorily.

## Health and Safety

- Ensure hazardous conditions, near misses, injuries and accidents are reported immediately in line with policy and procedure.
- Participate in meetings, training and other health and safety activities.
- Inform your manager about any areas of concern.
- Meet employee responsibilities and contribute to providing a safe working environment for guests and fellow staff through following safe working instructions and adhering to all health and safety policies and procedures set down by Zoodoo.
- Proactively contribute to a culture committed to the health and safety of our staff, guests, and volunteers.

**Print Employee Name:**

**Employee signature:**

**Date:**

