



## POSITION DESCRIPTION

Position Title:	<b>Facilities &amp; Maintenance Manager (Hands on Handyman)</b>
Reporting to:	Directly: Manager Pumphouse Point Indirectly: General Manager Pumphouse Point Pumphouse
Status:	Permanent, Part Time
Employment:	Common Law Contract
Location:	Lake St. Clair, Central Tasmania

### POSITION OBJECTIVE:

The Facilities & Maintenance Manager will ensure the grounds and facilities of the Pumphouse Point site are functional, well maintained and beautifully presented.

### MAIN DUTIES/RESPONSIBILITIES:

- Understand and maintain contemporary knowledge of ALL property systems, for example water/power/fire protection/watering and pumping systems/generators/rubbish disposal etc.
- Refueling and periodic servicing of vehicles and all tools and other machinery, while keeping and processing accurate records;
- Regular maintaining and monitoring of rowboats and electric bikes daily to ensure they're safe for guests;
- Conduct regular walk arounds of the Pumphouse Point facilities to collect rubbish and ensure grounds are tidy;
- Responsible for maintaining requires stock and spare parts and materials for maintaining all fixtures and fittings at all times (ie: light bulbs, batteries etc.);
- Keeping the maintenance workshop Tools and equipment clean and tidy and in working order
- Adhere to all Workplace Health and Safety regulations, and being informed of WH&S and Environmental legislation and procedures;
- Perform general laboring and maintenance tasks as required (and directed);
- Ensure all machinery and equipment is well maintained and serviced regularly; and
- Schedule and coordinate project work (in conjunction with the General Manager).

In regards to workflow and communication, the Facilities & Maintenance Manager will:

- As a member of the Pumphouse Point Management Team, work collaboratively with the Manager of Pumphouse Point, Food & Beverage Manager and General Manager;
- Take direction from the Manager of Pumphouse Point and respond to maintenance requests from all departments (collaboratively), ensuring that work dockets and verbal requests for maintenance are actioned promptly, ensuring minimal negative impact to the operations and/or the guest experience;
- Review maintenance requirements daily (detailed in Google Drive) and communicate effectively with the front office as to their daily priorities;
- Complete a maintenance schedule monthly;
- Coordinate and supervise onsite tradesmen and ensure effective communication with front office regarding work scheduling for works to be carried out;
- Be totally familiar with all Buildings, all services and mechanical equipment and assist to train and upskill other staff members to perform various grounds man and maintenance duties during times of absence (i.e., alarms, generators, water supply and reticulation, etc);
- Represent the business in a positive manner, displaying the appropriate Pumphouse Point culture, attitudes and behaviours at all times; and
- Interact with guests on site in a professional, friendly and welcoming manner.

## OTHER DUTIES

- Be able and willing to step in and perform hotel services work (all-rounder guest services) duties as and when required;
- Assist in other departments from time to time; and
- Other duties as directed, commensurate with skills and experience.

## SKILLS & EXPERIENCE

### Skills

- Previous trade qualifications are an advantage;
- Experience using and maintaining a range of different equipment and systems;
- Ability to work in a physically demanding role;
- Exemplary customer service skills, with a high level of interpersonal and verbal communication skills to interact with both guests and other staff;
- Ability to prioritise and juggle conflicting priorities;
- Able to work in a rostered and remote work environment;
- Self-motivated, with attention to detail;
- A team player

### Experience

- Demonstrated experience in a similar role
- Previous experience working in a hotel environment would be highly regarded;
- Power/generator experience (desirable); and

Please note: A current Drivers Licence and car are essential for this role.

## CONTACT

For more information, please contact Belinda Beltz, Managing Director of The BelRose Group on 0409 002 654. Alternatively, email your resume, covering letter and current references to [bel@belrosegroup.com.au](mailto:bel@belrosegroup.com.au)