

Maintenance Coordinator

Position Description

Position Title	Maintenance Coordinator
Reports To	Asset Manager – South Australia
Direct Reports	Nil
Location	Adelaide CBD
Primary Position Objective	<p>The Maintenance Coordinator is responsible for:</p> <ul style="list-style-type: none"> • End to End delivery of repairs and maintenance for Responsive, Planned and Cyclical Programs • Reporting on asset & maintenance compliance programs • Implementation of Property Assessment Survey's (PAS) • Respond to tenant enquiries & complaints • Processing alterations & modifications requests • Support Asset Manager to deliver Strategic Outcomes • Ad hoc Projects as required

Amélie Housing Overview

Amélie Housing is a Registered Community Housing Company that aims to build more socially inclusive neighborhoods by providing appropriate, secure and affordable housing to those who are homeless or disadvantaged including those reliant on low and moderate incomes, or have a disability and struggling to find a home in Australia's challenging private rental market. Amélie Housing owns, manages and leases over 1,600 dwellings in NSW (1255), SA (315) and ACT (90).

Duties and Responsibilities:

The Maintenance Coordinator is responsible for:

- Engaging with preferred suppliers to ensure Asset Performance measurables are on time, on budget delivering Value for Money.
- Liaise with contractors' onsite inspections, scope of works, work orders & assisting with access issues.
- Managing Responsive, Planned and Cyclical Programs to ensure quality and compliance in line with internal and external regulatory requirements i.e. Building Essential Services, Smoke Alarm Servicing, Pest Control, Lawn Grounds & Cleaning Maintenance and RCD testing.
- Weekly and monthly reporting on open and closed work orders, complaint escalations, and active projects.
- Attend meetings upon request both internal stakeholders and with external suppliers.
- Conduct Audit Inspections, Quality Inspections.



Amélie Housing
Building hope through housing

Amélie Housing

ABN: 38 103 181 700

Level 3 / 132 Franklin Street,
Adelaide, SA, 5000

PO Box 1770, Adelaide
SA, 5001

1800 950 575

- Update management systems and programs to ensure operational efficiency and best practice.
- Participate in business improvement initiatives to support the Asset Manager to deliver Strategic Outcomes.
- Manage Out-of-Hours emergency and maintenance contractors.
- Additional projects as required

Essential Criteria

- Current SA driving license
- Experience in residential property maintenance
- Experience in Community Housing or Public Housing
- Experience in working with teams & dealing with contractors
- Experience in costing and quoting process
- Ability to write reports, manage data & communicate clearly
- Experience working with people of all ages, cultures, and social backgrounds
- Ability to identify, investigate and form proposed solutions to complex problems
- Demonstrated understanding of maintenance criteria's and associated responsibilities
- Experience in using Microsoft Office
- Support the development and maintenance of WHS best practice in the workplace.

Desirable Skills

- Real Estate experience
- Knowledge of the Residential Tenancies Act
- Knowledge of the National Construction Code

Personal Attributes

- Practice appropriate discretion and maintain confidentiality in dealing with sensitive and confidential information.
- Commitment to personal development.
- Take responsibility for and demonstrate justifiable reasons for actions and decisions.
- Make decisions within area of responsibility, evaluating all available information and in line with organisational policy and values.
- Role model for performing work of a high standard and accepts responsibility for own actions.