


SYDNEY DOGS & CATS HOME

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 SYDNEYDOGSANDCATSHOME.ORG

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Maintenance & Logistics Officer Position on Offer 10/12/2021

We are seeking a Maintenance and Logistics Officer for an immediate start to support our organisation's Leadership Team with our business-as-usual logistical requirements and our upcoming transitional and relocation project plans. This is a new role for an initial casual appointment with the possibility for ongoing work.

About us

The Sydney Dogs and Cats Home (SD&CH) is highly respected within the animal welfare sector, providing shelter, food and veterinary care to lost, homeless and abandoned animals, primarily dogs and cats, until a time when such animals can either be reunited with their owners or found a new, suitable home.

SD&CH objectives are to:

1. provide companion animals in our care with best practice care
2. provide engagement programs that benefit companion animals, SDCH & the community
3. attract and retain mission motivated talent
4. sustainable financial, systems and resources

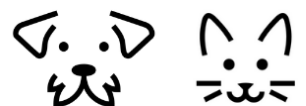
About you

Ideally, you'll bring proven experience in a maintenance, logistics and transportation role and be able to provide evidence of the following role requirements:

- White Card
- Good handyman skills and experience
- Police Clearance is essential
- Friendly disposition and excellent customer service skills
- Driver's Licence (C) current, clean manual licence
- Be a courteous and considerate driver
- Confidence in driving a large van and/or towing a trailer
- Good time management and communication skills
- Sound driving skills and the ability to cope in traffic
- Physically fit and able to lift 10kg
- Good animal handling skills
- Ability to work autonomously

SDCH provides access to a work vehicle and a basic tool kit, but the Maintenance & Logistics Officer can provide their own tools if they wish as required.

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Sydney Dogs & Cats Home is owned and operated by The Sydney Dogs & Cats Home Incorporated.

| | |
|--|---|
| Position Description Job Title | Maintenance & Logistics Officer |
| Agreement | Casual Employment |
| Location | Attend multiple SDCH site locations across Greater Sydney as required |
| Industry Award | As per relevant industry award as advised from Employsure: <ul style="list-style-type: none"> • Miscellaneous Award - Level 3 (Trade Qualifications) <u>Award Specs:</u> <ul style="list-style-type: none"> ○ Adult casual rate \$29.59 per hour ○ Work hours 7am – 7pm Monday – Friday ○ Maximum hours per day 10 ○ Maximum hours per week 38 ○ <i>Note: any work negotiated outside of these hours requires additional penalty rates</i> |
| Reports to | Operations Manager |
| Direct reports | None |
| Works closely with | General Manager and Leadership Team (Operations Manager, Animal Care Manager, Head Veterinarian and Head of Fundraising & Marketing), Relocation Project Coordinator, Volunteer Coordinator. |
| Date | December 2021 |
| Review Date | July 2022 |
| Main Purpose | |
| <p>A Maintenance & Logistics Officer is responsible for delivering all requests prioritised, approved, allocated and scheduled by the Operations Manager for maintenance, logistics and animal transportation. A Maintenance and Logistics Officer will work with the Operations Manager to determine the priority of the work required and if the tasks can be allocated to a member of the volunteer Maintenance Team or if a tradesperson will need to be called.</p> <p>A Maintenance & Logistics Officer will have some handyman skills that can assist with fixing small maintenance jobs across all SDCH sites including Carlton, Strathfield, Austral and Kurnell. The workload for the role will be variable, depending on the work required and will be prioritised, approved, allocated and scheduled by the Operations Manager on an ongoing casual basis in negotiation and agreement with a Maintenance and Logistics Officer.</p> | |
| Skills and abilities required: | |
| <ul style="list-style-type: none"> • White Card • Good handyman skills and experience • Police Clearance are essential • Friendly disposition and excellent customer service skills • Driver's Licence (C) current, clean manual licence and • Be a courteous and considerate driver • Confidence in driving a large van and/or towing a trailer • Good time management and communication skills • Sound driving skills and the ability to cope in traffic • Physically fit and able to lift 10kg • Good animal handling skills • Ability to work autonomously | |

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Key Responsibilities

Coordinate, implement, deliver, maintain, improve, evaluate, and report against all or the following items in relation to the relocation project:

- Action all maintenance requests received via the Operations Manager
- Coordinate all maintenance requests
- Work with the Volunteer Coordinator to ensure safely manage volunteer members of the Maintenance Team
- Understand the skill set of the Maintenance Team members so as to be able to comfortably
- Determine when outside tradespeople need to be called in
- Action all transport and logistics requests
- Coordinate all deliveries and storage item requests
- Report weekly on the status of all maintenance, transport, logistics, deliveries, and storage requests to the Operations Manager, Leadership Team, general Manager and the WHS Committee as required

Secondary Responsibilities

- Maintain currency of knowledge of all appropriate legislation and ensure staff and volunteer compliance
- Maintain currency of knowledge of appropriate designated software and related technology required to complete the positions descriptions responsibilities within the workplace
- Promote the culture, values, vision and mission of Sydney Dogs & Cats Home
- Follow the Staff Handbook, Code of Conduct and WHS rules and regulations, and all policies and procedures as required
- Any reasonable additional responsibilities as requested by the Operations Manager, General Manager and the Leadership Team

Relationships Internal

- General Manager
- Leadership Team
- Volunteer Coordinator
- Relocation Project Coordinator
- Staff
- Volunteers

Relationships External

- Suppliers and Contractors
- Trades, Logistics and Maintenance Suppliers
- Industry Peers and Associations

Key Performance Indicators Quantitative

- Delivery of requests on time and within budget

Key Performance Indicators Qualitative

- Engagement with staff and volunteers contributing to a positive workplace culture
- Promotion of the vision, mission and values of Sydney Dogs & Cats Home
- On-time delivery of project timeline

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