



JOB DESCRIPTION – MAINTENANCE TECHNICIAN

Job Title: Maintenance Technician
Department: Facilities Management
Reports To: Facilities Manager

Job Overview

The Maintenance Technician at Trendie plays a pivotal role in ensuring the seamless operation of our facilities, equipment, and systems. This role is responsible for addressing and managing various maintenance tasks, conducting thorough inspections, and executing repairs to uphold the safety, functionality, and efficiency of the workplace environment. The Maintenance Technician's work is critical in fostering an optimal, reliable, and productive setting for all employees, contributing to the smooth running of the organisation.

Key Responsibilities

- **Routine Maintenance:** Perform regular maintenance activities across a range of systems, including but not limited to plumbing, electrical, heating, ventilation, and air conditioning (HVAC), and general structural repairs. This ensures that the workplace remains operational, safe, and compliant with regulations.
- **Inspections:** Conduct frequent and thorough inspections of facilities, equipment, and systems to proactively identify potential maintenance requirements, safety hazards, or system inefficiencies.
- **Troubleshooting and Repairs:** Promptly diagnose and rectify mechanical, electrical, and structural issues to minimise downtime and maintain operational continuity. This involves a hands-on approach to problem-solving across various systems.
- **System Support:** Provide support in the installation, maintenance, and upkeep of essential facility systems such as HVAC, lighting, and other mechanical systems that contribute to the organisation's infrastructure.
- **Record Keeping:** Maintain accurate, detailed, and up-to-date records of all maintenance tasks, including work orders, inspections, repairs, and maintenance schedules, ensuring transparency and accountability.

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- **Coordination with Contractors:** Liaise with external contractors for specialised repairs and maintenance work. Ensure that all outsourced tasks align with safety standards and organisational requirements.
- **Safety Compliance:** Ensure that all maintenance activities comply with Australian safety regulations, industry standards, and company policies. Promote a safety-first culture by adhering to proper procedures during maintenance tasks.
- **Emergency Response:** Respond promptly to emergency maintenance requests, ensuring that urgent repairs and issues are addressed in a timely and efficient manner to minimise disruption.
- **Preventive Maintenance:** Collaborate with the Facilities Manager in developing and executing preventive maintenance schedules aimed at reducing equipment downtime, prolonging the lifespan of systems, and enhancing overall operational efficiency.

Qualifications and Experience

- **Education:** Completion of secondary education (Year 12) is essential. Additional technical training or certifications in maintenance disciplines (e.g., HVAC, electrical, plumbing) are highly desirable.
- **Experience:** A minimum of 3 years of practical, hands-on experience in facilities maintenance, building systems, or a closely related field.
- **Technical Knowledge:** Proficient understanding of various building systems, including HVAC, plumbing, electrical, and mechanical systems, with the ability to troubleshoot and repair complex issues.
- **Skills:** Demonstrated competence in the operation, maintenance, and repair of a wide variety of tools, machinery, and equipment.
- **Tool Proficiency:** Proficiency in the use of both manual hand tools and power tools is essential for the effective performance of maintenance duties.



Skills and Competencies

- **Problem-Solving Skills:** Excellent diagnostic abilities with a proactive approach to resolving complex technical problems in a timely manner.
- **Autonomy:** Strong capacity to work independently, prioritising and managing multiple tasks while ensuring that deadlines and quality standards are met.
- **Attention to Detail:** A meticulous approach to ensuring that all tasks are completed safely and to a high standard of quality, in line with organisational and regulatory requirements.
- **Communication Skills:** Effective communication skills to facilitate collaboration with internal staff, external contractors, and management, ensuring smooth operations across all maintenance activities.
- **Technical Literacy:** Ability to read and interpret technical documents, including manuals, blueprints, and schematics, to perform tasks accurately and efficiently.

Working Conditions

This full-time position may require occasional work during evenings, weekends, or public holidays, particularly in response to emergency maintenance needs. The role involves physical labour, including lifting, climbing, and operating in varying environmental conditions, such as confined spaces or outdoor environments.

Key Performance Indicators (KPIs)

- **Maintenance Efficiency:** Achievement of timely and effective maintenance and repair tasks with minimal operational disruption.
- **Downtime Reduction:** Significant reduction in equipment and facility downtime through preventive and reactive maintenance initiatives.
- **Safety Compliance:** Adherence to safety regulations, company policies, and industry standards during all maintenance tasks, ensuring zero safety breaches.
- **Record Accuracy:** Consistently maintain accurate and comprehensive records of all maintenance activities and ensure they are readily available for review.
- **Preventive Maintenance Impact:** Demonstrated contribution to the successful implementation of preventive maintenance schedules, resulting in enhanced equipment longevity and operational reliability.

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Trendie

Company Values and Culture

Trendie is committed to fostering a workplace that values safety, reliability, and efficiency. As a Maintenance Technician, you will play a vital role in upholding these values by maintaining the highest standards of operational integrity, ensuring that our facilities remain in excellent condition, and contributing to a positive work environment for all employees.

Career Path

This role offers clear pathways for career advancement within the Facilities Management department. Maintenance Technicians have the opportunity to progress into senior roles, such as Senior Maintenance Technician, Maintenance Supervisor, or Facilities Manager. There are also options to specialise in key areas such as HVAC, electrical systems, or building automation systems, further enhancing career development and technical expertise.

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