



## MAINTENANCE

IAASA is looking for volunteers with a focus on safety to support the Association in the handling of day to day operational requirements to ensure our facilities at Blamey Avenue are fit for purpose, well maintained and create a clean and inviting environment.

Volunteers will be required to work as a member of a team as well as using their initiative to work independently where required.

### The role

Your key responsibilities will include:

- Attend to maintenance requests
- General maintenance duties and hands on physical work including repairs and maintenance to buildings, moving furniture and assisting with set up and pull down of assets and equipment for events and functions as required.
- Ensure all gardens and grounds are maintained to a high standard
- Liaise with external trades and services staff
- Recommend and order parts and materials as required
- Door Locks, excluding work that must be carried out by a professional locksmith
- Supply and fitting of light tubes and globes
- Replacement of castors on chairs
- Regular inspections of gutters and downpipes
- Cleaning of stormwater and acid traps
- Checks of security fences and minor repairs as required
- Repainting of signs/blackboards
- Movement of furniture, whiteboards, blackboards and notice boards
- Inspection of ceilings, floors, paving, plumbing, internal painting, door hinges, hooks,
- Additional bells and sirens
- Repair of insect screens
- Minor repairs to furniture and equipment
- Minor wall, ceiling and door repairs, both gyprock and wood
- Minor Plumbing repairs – tap washers, cistern leaks, leaking sinks, blocked toilets
- Replacement of clock batteries
- Lawn mowing and minor landscape maintenance
- Replacing signs