

Position Description

Position Title:	Maintenance Allrounder
Business Group:	ASQ Assets Pty Ltd
Reports to:	Fleet and Maintenance Manager
Department:	Maintenance and Improvements
Classification:	Manufacturing and Associated Industries and Occupations Award 2020

Company Overview

ASQ is a locally owned and operated company supplying quality products and services for many small, medium and large businesses and retail customers. Our three divisions allow us to provide high quality products and professional expertise for a wide range of domestic, commercial and industrial projects.

ASQ Assets provides a one stop shop for all fleet and maintenance services to the ASQ Group to ensure our fleet of trucks, vehicles, heavy plant equipment and machinery is maintained and operating safely and efficiently.

Position summary

The Maintenance Allrounder is responsible for completing a wide range of diversified concreting and general carpentry maintenance projects to work alongside our existing maintenance team.

Key Responsibilities

1. Ensure compliance with ASQ's Workplace Health, Safety and Environment (WHSE) management system

The Maintenance Allrounder is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Compliance with the ASQ WHSE Management System
- Attending toolbox talks where required.
- Liaising with the WHSEQ & HR Manager where required

2. General operational duties

The responsibilities of a Maintenance Allrounder include but are not limited to the following:

- Completing minor maintenance work across our sites
- Working on larger projects as necessary
- General concreting and concreting formwork
- Concreting tilt panels
- Welding / Boiler-making
- Plastering
- Building and maintenance
- Carpentry

Key Selection Criteria

1. Demonstrated experience in building and maintenance work across a wide range of tasks.
2. Commercial carpentry experience desired but not essential
3. General concreting experience desired but not essential



4. Possess a broad range of skills
5. Ability to read and interpret drawings
6. Fit, healthy and able to complete manual duties

Education, Certification and Licences required:

7. Third / fourth year apprentice or qualified carpenter/ similar experience in maintenance work.
8. Valid drivers licence

Personal Skills required:

9. Good organizational and time management skills
10. Must be able to follow directions
11. Excellent communication and interpersonal skills
12. Strong work ethic
13. Excellent attention to detail

Key contacts

- Maintenance workers
- Operations Manager
- Site Managers
- Other ASQ management and workers

We acknowledge this information adequately describes the role, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate.