

## Port Moresby Nature Park Maintenance Manager

- 12 month position
- Strengthen the work of PNG's Port Moresby Nature Park.
- Experience a new culture working with others in the park.
- Share your jack-of-all-trades skills in setting up a team, processes and planning, and training, with your colleagues.

### ASSIGNMENT OVERVIEW

Due to the significant growth of Port Moresby Nature Park there is the need to establish a strong, high-functioning maintenance department who can ensure that the ongoing maintenance and repairs of existing infrastructure is maintained as well as overseeing the processes for implementing new minor capital works.

This role is pivotal to selecting appropriate staff to form the team, implementing effective processes and plans to ensure delivery, developing health & safety protocols, training and mentoring of maintenance staffs to raise their knowledge standards and practices, and to assist in the selection, mentoring and development of a National Maintenance Manager to effectively run the department after the volunteer assignment is complete.

### ASSIGNMENT OBJECTIVES:

- Develop a high functioning, skilled maintenance department that can effectively meet the carpentry, welding, plumbing and general maintenance requirements of the Nature Park. Must be a jack-of-all-trades to manage a diverse maintenance department
- To ensure staff are empowered with sound systems, processes and procedures are in place that enable planned, on-going maintenance and repairs schedules as well as systems in place to manage new infrastructure projects as they arise.
- To ensure the inclusion of all people directly affected by the volunteer assignment in the course of your work with the host organisation and host community, including implementing strategies that relate to:
  - promoting gender equality and empowering women,
  - disability inclusion, and
  - Child safeguarding.

The duties below are an indication of the type of work that may be involved in meeting the Assignment Objectives:

- Recruit a strong maintenance department with a broad range of required skills to maintain the Nature Park's maintenance requirements
- Develop and implement a maintenance plan and schedule for staff to follow across a calendar year
- Train staff such that they grow in their knowledge, understanding and skill capacity

- Oversee staff in small capital work projects (animal exhibit building, picnic hut construction, building repairs and modifications, etc)
- Establish systems and processes to ensure a long-term, highly functioning, successful department.

#### Selection Criteria

##### Qualifications, Essential Skills & Experience

- Building qualifications preferred
- Trade qualifications in the building trade (preference for electrical, plumbing, or carpentry).
- Experience in performing BOQ's, ordering and purchasing materials
- Experience in developing maintenance plans and schedules
- Experience in minor construction and general building and repair maintenance
- A sound understanding of building and maintenance
- Experience in managing and developing maintenance teams

##### Desirable Skills & Experience

- Experience in similar industry or industry with large outdoor maintenance schedules
- Jack-of-all trades.

For more information or to apply online, go to;  
<https://www.australianvolunteers.com/opportunities/10535330/>

**Application close: 21<sup>st</sup> November 2017.**