

HAMILTON ISLAND POSITION DESCRIPTION

POSITION DETAILS

POSITION TITLE:	Painter	LOCATION:	Hamilton Island
DIVISION:	Maintenance	DIRECT REPORTS:	Nil
REPORTS TO:	Painter Supervisor	INDIRECT REPORTS:	Nil
DATE PREPARED:	March 2012		

JOB PURPOSE

Responsible for the preparation and painting of buildings, fixtures, fittings and associated structures, including construction and renovation works as required, ensuring all work is carried out following the correct procedures to achieve a high standard of product quality

JOB RESPONSIBILITIES (NOT LIMITED TO)

- Ensures all buildings, fixtures and fittings are maintained and painted as directed ensuring a high standard of product quality.
- Responsible for the maintenance and security of all tools which are the property of HIE.
- Prioritise and attend to urgent repairs of any description required for guest comfort to ensure a high level of guest satisfaction at all times.
- Maintains accurate records of times and materials used on all maintenance requisitions.
- Ensures allocated vehicles are maintained in a clean, safe and roadworthy condition at all times.
- Assists any other maintenance staff as requested.
- Maintains effective channels of communication through attending briefings, departmental and employee meetings to ensure relevant information is passed between the appropriate parties.
- Performs any other duties as requested by the Supervisor.

EXPERIENCE & QUALIFICATIONS

- School Certificate (Essential)
- Certificate III in Painting & Decorating (Essential)
- Elevated Work Plat form Ticket (Essential)
- QLD open / unrestricted driver's licence (Essential)
- Previous experience in Tourism or Resorts (Desirable)

PERSON SPECIFICATION/SKILLS

- High level of personal presentation
- Able to work as part of a multi functional team
- Exceptional customer service
- Well presented
- Excellent communication and interpersonal skills
- Reliable and flexible in terms of rosters

KEY WORKING RELATIONSHIPS

- Maintenance Staff
- Other Departments
- All Guests
- Contractors and Concessionaires
- HIE Executive Team and Stakeholders