

# POSITION DESCRIPTION



COMMUNITY HOUSING LTD  
GROUP OF COMPANIES

## IMS - Painter

**Location:** Invermay  
**Reports to:** IMS Coordinator  
**Supervises:** Nil  
**CHL Capability Band:** #2

<b>Primary Purpose:</b>	Lead the painting department for the Internal Maintenance Service (IMS) team to provide grounds and property maintenance support to CHL properties in the region
<b>Context:</b>	This is an important role contributing to CHL's vision of a world without housing poverty and is a role model for CHL's values, vision and goals. Staff working at this level are expected to manage work practices for the health and wellbeing of staff and promote and adopt a balanced and positive approach to work.
<b>Work Health &amp; Safety</b>	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
<b>Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Undertake hands-on painting, maintenance and cleaning tasks</li> <li>2. Coordinate works to ensure jobs are completed on time and to required standards</li> <li>3. Order materials and products to ensure sufficient and timely supply to complete activities</li> <li>4. Manage, mentor, supervise and lead IMS apprentice painter</li> <li>5. Prepare quotes</li> <li>6. Ensure administrative tasks associated with contracts, jobs and staff are undertaken accurately and on time</li> <li>7. Actively seek new project development and implementation opportunities</li> <li>8. Provide additional appropriate support to wider team and organisation</li> </ol>
<b>Technical Skills, Experience &amp; Qualifications:</b>	<ul style="list-style-type: none"> <li>• Experience and qualification in relevant painting trade</li> <li>• White Card &amp; relevant OHS training (including asbestos awareness, working with lead, working safely at heights)</li> <li>• Commitment to the right of every person to good quality housing</li> <li>• Current Driver's Licence</li> <li>• Satisfactory Police and Working With Children's Check</li> </ul>
<b>Key Capabilities:</b>	<p><b>Achieves Results</b> – Monitors work progress and manage priorities with a commitment to achieving quality outcomes</p> <p><b>Solves Problems</b> – Uses experience and knowledge of work area to assist in the development of solutions for day-to-day problems</p> <p><b>Resilience</b> – Role models responding to day to day problems and achieving work outcomes in positive way</p> <p><b>Innovation &amp; Creativity</b> – Demonstrates initiative and enterprise and supports others to work more effectively</p> <p><b>Leadership</b> – Generates ideas for innovation and enhanced working practices to achieve CHL's vision. Recognises that the vision is best met working collaboratively across CHL</p> <p><b>Guides, Mentors, Learns</b> – Display ongoing commitment to learning and development of self and others</p> <p><b>Listens, Understands, Adapts</b> – Listens carefully to others, ensures mutual understanding and actively addresses any miscommunications</p> <p><b>Engages with Risk</b> – Understand identified risks and operates within approved processes and policies, seeking advice when required. Ensures risks are reported on and corrective actions identified</p> <p><b>Autonomy</b> – Understands what is required, structures time and tasks and delegates appropriately to achieve outcomes</p>