

PI Operations Pty Ltd

A.B.N 62 108 623 463
RMB 500GP
Back Beach Road
Cowes Victoria 3922



Position Profile

Position Title	MAINTENANCE AND VENUE OPERATIONS STAFF
Reporting To	Maintenance & Venue Operations Supervisor
Direct Reports	N/A
Location	Phillip Island Grand Prix Circuit

Position Summary

To assist in the daily preparation, presentation and maintenance of the Circuit and property's facilities and infrastructure and contribute to on-going project and improvement works. You will operate and maintain the businesses fleet of tractors and mowing equipment with a focus on green asset maintenance.

You will contribute to the preparation of the facilities and grounds for all events and provide on-ground support to their organisation and operation, including weekend and early or late work when required.

You will work collaboratively and constructively with all members of the Maintenance and Venue Operations team to ensure that the circuit maintains the highest level of presentation and that all tasks are finished in a timely and safe manner.

Your position includes interaction with other areas of the business at all levels and you are expected to always do so in a professional and courteous manner.

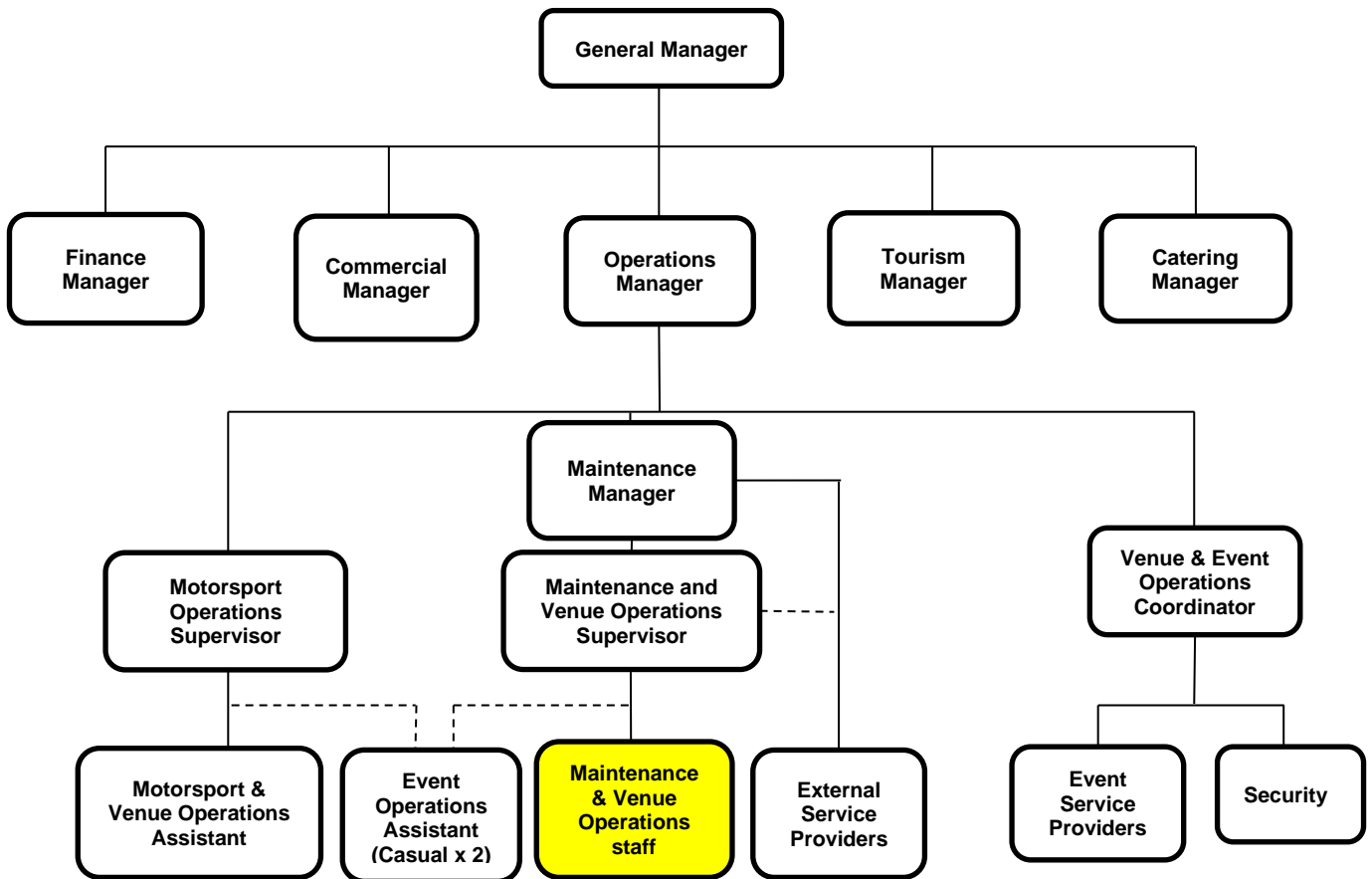
Key Accountabilities

Safety	<ul style="list-style-type: none"> Adhering to all safe working policies/procedures in accordance with instructions Taking reasonable care of themselves and others who may be affected by their actions Ensuring they can competently and safely perform any work they undertake and are aware of the risks and hazards associated with their work
Roles	<ul style="list-style-type: none"> Maintain and operate equipment in a clean, tidy and high-performing state, including tractors, mowers, forklifts and EWP's. All aspects of grounds maintenance, including spraying, mowing, whipper-snipping Garden and fencing maintenance. Tree trimming and mulching. Venue preparation duties including set up and preparation for daily clients and pack up Contribute to the team environment in a positive manner with a view to driving a culture of continuous improvement. Assist casual and permanent staff with the performance of tasks. Building and facility maintenance, including working with power tools, hand tools and conducting repair work. Drainage repairs and installation. Track infrastructure maintenance including verge, barriers and run off areas. Cleaning of facilities and amenities. Rubbish collection and removal. Assist with compliance with Circuit license requirements. Substitute for other circuit personnel as required. Working to a flexible roster including weekend and early / late hours. Event preparation duties which includes set up, preparation and pack up Undertake project works as required. Other duties as required

Education, Qualifications & Experience

Education	<ul style="list-style-type: none"> N/A
Qualifications	<ul style="list-style-type: none"> Forklift License Elevated Work Platform License Heavy Vehicle License* <p>** Licenses are advantageous, but training will be provided where required</p>
Experience	<ul style="list-style-type: none"> Plant and machinery experience, in particular knowledge operating and maintaining tractors and mowing equipment Building and facility maintenance, with an elevated level of competency and attention to detail. Venue and event preparation, operation and pack up Experience within the construction / facility maintenance fields

Organisational Structure



APPROVAL

Manager: _____

Date: _____

Employee: _____

Date: _____

Print Name: _____