

PI Operations Pty Ltd

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RMB 500GP
Back Beach Road
Cowes Victoria 3922



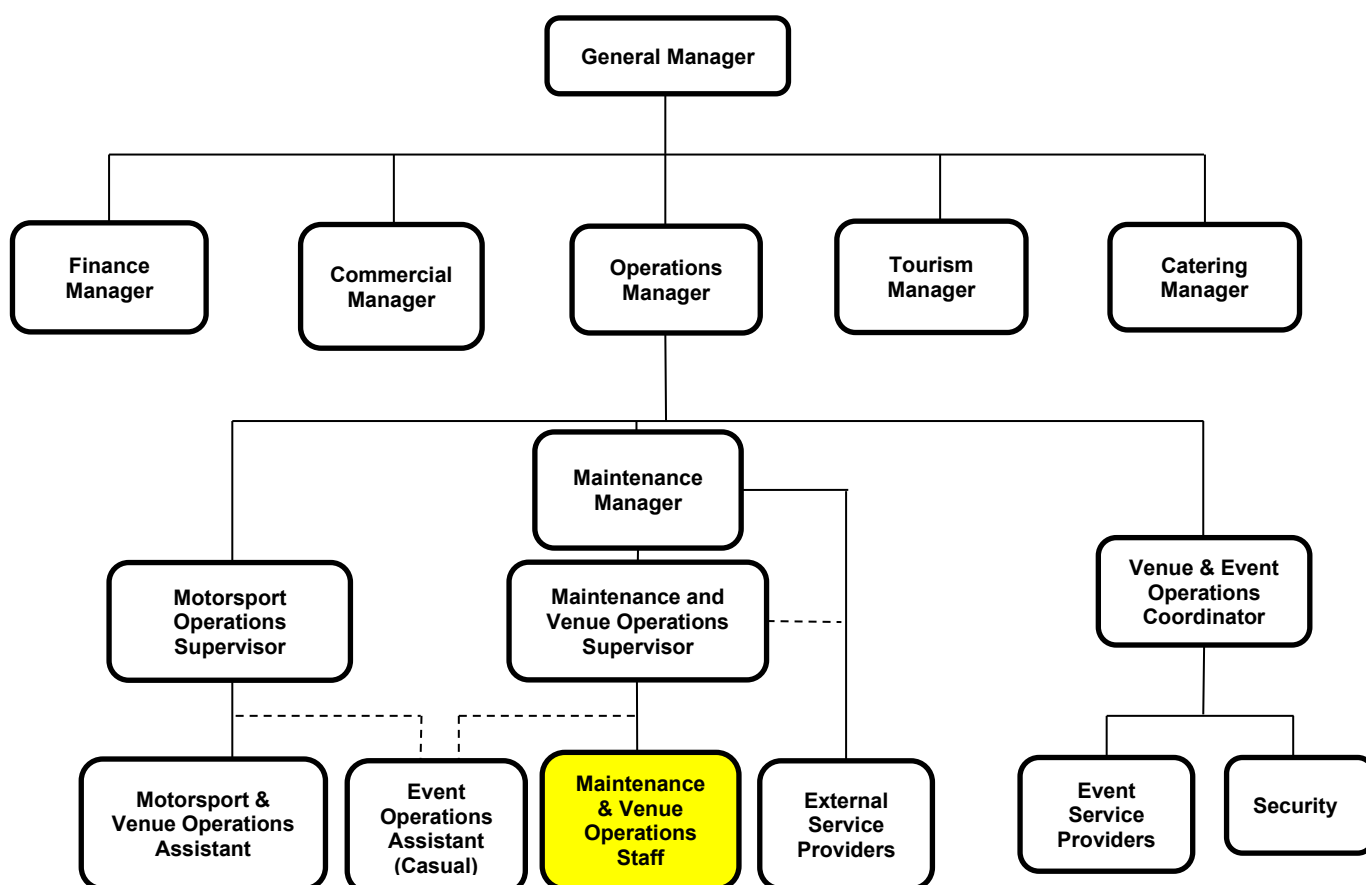
Position Profile

Position Title	MAINTENANCE AND VENUE OPERATIONS
Reporting To	Maintenance & Venue Operations Supervisor
Direct Reports	N/A
Location	Phillip Island Grand Prix Circuit
Position Summary	
<p>To assist in the daily preparation, presentation and maintenance of the venue's facilities and infrastructure. This is a general maintenance position, including operating common plant, machinery and power tools.</p> <p>You will work collaboratively and constructively with all members of the maintenance and venue operations teams across the venue to ensure that the circuit maintains the highest level of presentation and that all tasks are finished in a timely and safe manner.</p> <p>You will contribute to the team environment with a positive attitude and work to achieve a culture of continuous improvement.</p> <p>We utilise a 7-day rolling roster that includes weekend work, early starts and late finishes as required by the business needs.</p>	
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 are able to 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">• Venue preparation duties for daily circuit hire activity and event preparation• General plant and machinery maintenance• Building and facility maintenance, including working with power tools, hand tools and conducting repair work• Track infrastructure maintenance including verges, barrier walls run off areas• All aspects of grounds maintenance, including spraying, mowing, whipper-snipping• Garden and fencing maintenance• Repair and construction of tyre stacks and walls• Drainage repairs and installation• Cleaning of facilities and amenities• Rubbish collection and removal• Tree trimming and mulching• Maintain circuit-owned equipment in a clean and tidy state• Assist with compliance with circuit license requirements• Undertake project works as required• Substitute for other circuit personnel as required• Working to a flexible roster including weekend and early / late hours• Event preparation duties including set up, preparation and pack up• Other duties as required

Qualifications, Experience and Attributes

Qualifications	<ul style="list-style-type: none"> • Drivers Licence • Forklift Ticket * • Elevated Work Platform License * • Heavy Vehicle License * <p>** Licenses are an advantage, but training will be provided where required</p>
Experience & Attributes	<ul style="list-style-type: none"> • Experience operating and general maintenance of machinery, including tractors and mowing equipment (required) • Green asset knowledge, including chemical handling / landscaping / horticulture • Building and facility maintenance experience • Ability to work under pressure and to deadlines • Success as a team player in a dynamic work environment • Good communication, organisational and time management skills

Organisational Structure



APPROVAL

Manager: _____

Date: _____

Employee: _____

Date: _____

Print Name: _____