



Job Title:	Facilities Operator	Location:	Onsite
Department:	Manufacturing	Employment:	Part or Full-Time
Reports To:	Facility Manager	Wage:	\$28.00 per hour

Role Overview

The Facilities Operator is responsible for the day-to-day maintenance of the IGV facility, buildings and grounds.

This is a hands-on role suited to someone who enjoys a variety of work and takes pride in keeping a workplace clean, safe and well maintained. Duties include general building repairs, grounds maintenance, painting, basic carpentry, minor renovations, equipment upkeep and assisting with facility improvement projects.

No two days are the same. You'll work both indoors and outdoors, supporting the overall appearance, functionality and safety of the site.

Key Responsibilities

Building Maintenance

- Complete general repairs and maintenance throughout offices, lunchrooms, washrooms and production areas.
- Repair doors, locks, shelving, furniture and fixtures.
- Patch and paint walls as required.
- Replace ceiling tiles, light fittings and basic hardware.
- Complete minor plumbing repairs such as replacing taps and repairing leaks where appropriate.
- Assemble and install furniture, shelving and storage systems.
- Respond promptly to maintenance requests from staff.

Grounds Maintenance

- Maintain lawns, gardens and landscaped areas.
- Mow grass, trim edges and control weeds.
- Keep car parks, footpaths and external areas clean and tidy.
- Assist with seasonal clean-up and general site presentation.
- Operate and maintain lawn mowers, whipper snippers, leaf blowers and other grounds equipment.

General Handyman & Renovation Work

- Complete minor carpentry tasks.
 - Install shelving, noticeboards and signage.
 - Carry out painting and touch-up work.
 - Assist with small office renovations and workspace improvements.
 - Repair fencing, gates and general building fixtures.
 - Support factory layout changes and basic fit-out projects.
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Equipment & Site Maintenance

- Maintain tools and equipment in good working order.
 - Complete routine inspections of buildings and site infrastructure.
 - Report maintenance issues requiring specialist trades.
 - Assist contractors working on site when required.
 - Maintain maintenance supplies and advise when stock requires replenishment.
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Health & Safety

- Maintain a clean, safe and organised workplace.
 - Follow safe work procedures at all times.
 - Identify hazards and report maintenance issues promptly.
 - Ensure walkways, exits and work areas remain safe and free from hazards.
 - Use equipment safely and correctly.
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Skills & Experience

Essential

- Previous experience in a handyman, facilities maintenance, property maintenance or labouring role.
 - Good practical skills across general maintenance tasks.
 - Experience using hand and power tools.
 - Ability to perform manual work safely.
 - Good problem-solving skills.
 - Ability to work independently and manage daily priorities.
 - Current Class 5 Driver's Licence.
 - Basic carpentry, painting or maintenance experience.
 - Forklift licence (or willingness to obtain).
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The Right Person

- You are practical, reliable and enjoy fixing things.
 - You take pride in maintaining buildings and grounds to a high standard and are happy turning your hand to a wide variety of maintenance tasks. You're self-motivated, organised and enjoy working as part of a team.
 - Most importantly, you notice the small things that help keep a workplace safe, functional and looking its best.
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How to Apply

Please apply by emailing your resume to careers@igvhousing.com