



*Marist-Sion College – Warragul*

# Position Description Maintenance Officer

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

## STATEMENT OF DUTIES

<p><b>Position Objective</b></p>	<p>The Maintenance Officer provides support to the Facilities and Maintenance Team by assisting with the upkeep and beautification of the College’s facilities and grounds. This role will also assist where needed with general ad hoc duties to enable the College to operate in a safe and functional manner.</p> <p>The Maintenance Officer is appointed by the Principal and is responsible to the Building and Maintenance Supervisor. The role is required to undertake a broad range of tasks to support the needs of Marist-Sion College.</p> <p><b>Employment Category:</b> Category A – Education Support Employee (Services Stream)</p> <p><b>Classification level:</b> Level 1</p> <p><b>Campus Location:</b> Warragul</p> <p><b>Agreement:</b> Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p><b>Organisational Relationships</b></p>	<p><b>Reports to:</b> Building and Maintenance Supervisor</p> <p><b>Direct Reports:</b> Nil</p> <p><b>Internal Liaisons:</b> Executive Team, Students, Staff of the College</p> <p><b>External Liaisons:</b> Members of the College Community and General Public</p> <p><b>Facilities and Maintenance Team</b></p> <p>Facilities Manager</p> <p>Projects Coordinator</p> <p>Building and Maintenance Supervisor</p> <p>Grounds Maintenance Officer/s</p> <p>Maintenance Officer/s</p>

## STATEMENT OF DUTIES

<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare the College for opening and closing each day.</li> <li>• Set up and pack up for a variety of College events.</li> <li>• Relocate furniture as required ensuring that safe work practices are implemented at all times.</li> <li>• Complete maintenance tasks as requested by the Building and Maintenance Supervisor and Facilities Manager.</li> <li>• Liaise with Building and Maintenance Supervisor to complete monthly audit tasks of facilities property equipment.</li> <li>• Attend regular team meetings.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the College’s child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Be open to professional development in your area of work.</li> <li>• Be open to researching areas of interest relevant to directions provided in the College’s strategic plan.</li> <li>• Continue to develop ICT skills on platforms to support work.</li> <li>• Knowledge of OH&amp;S laws and regulations.</li> <li>• Safe use of machinery.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Support the Catholic Identity of the College.</li> <li>• Understand the relevant compliance imperative.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Assist with disaster response tests such as evacuations and lockdowns.</li> <li>• Act as a Warden in the event of an emergency response or drills.</li> <li>• Attend staff meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Other duties as directed.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Has good team working skills.</li> <li>• Demonstrates good communication skills.</li> <li>• Can cope with physically demanding situations.</li> <li>• Able to work autonomously and within a team.</li> <li>• Possesses handyman / carpentry skills.</li> <li>• Capable of multitasking.</li> </ul>

# Selection Criteria

## Maintenance Officer

SELECTION CRITERIA	
1. <b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"><li>• Ability and willingness to support the College’s Catholic ethos.</li></ul>
2. <b>Commitment to Child Safety</b>	<ul style="list-style-type: none"><li>• Experience working with children.</li><li>• A demonstrated understanding of child safety.</li><li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li><li>• Be a suitable person to engage in child-connected work.</li><li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li></ul>
3. <b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Be physically fit and able, as some heavy lifting will be involved.</li><li>• COVID-19 Vaccination Information.</li><li>• A current motor vehicle driver’s license.</li><li>• Ability to operate a tractor and other grounds equipment.</li><li>• Previous experience in maintenance or trades.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Experience working in a School or Higher education setting.</li></ul>
4. <b>Ability to work autonomously and as part of a team.</b>	<ul style="list-style-type: none"><li>• Ability to respond to instruction</li><li>• Reliability</li><li>• Collaboration</li><li>• Perseverance</li></ul>
5. <b>Understanding of OHS practices and procedures.</b>	<ul style="list-style-type: none"><li>• Familiarity and experience with following OH&amp;S procedures.</li></ul>
6. <b>Customer service skills</b>	<ul style="list-style-type: none"><li>• Customer service skills which demonstrate a courteous and approachable demeanour.</li><li>• Deliver and respond to maintenance requests in a timely manner.</li></ul>