

## Assistant Building, Grounds and Maintenance Manager

### POSITION DESCRIPTION

**POSITION:** Assistant Building, Grounds and Maintenance Manager

**ORGANISATIONAL UNIT:** Grounds and Maintenance Department

**POSITION STATUS:** Full time (37.5 hours per week), permanent

**CLASSIFICATION:** Business Services Support Level 5

### POSITION OVERVIEW:

The Assistant Building, Grounds and Maintenance Manager (2IC) is a critical leadership position within the Building, Grounds and Maintenance team at Bacchus Marsh Grammar. This role acts as the primary operational support to the Building, Grounds and Maintenance Manager, ensuring that the School's campuses, facilities, and grounds are maintained to the highest standard in terms of safety, functionality, presentation, and compliance.

This position plays a central role in bridging strategic priorities with day-to-day operational execution. Working closely with the Senior Grounds and Maintenance Officers and contractors, the Assistant Manager is responsible for coordinating daily maintenance activities, supervising projects, managing urgent repairs, ensuring grounds and gardens are consistently maintained, and embedding a culture of OH&S and continuous improvement. The position will also oversee the effective use of resources including plant, equipment, and materials across the School's sites.

A key aspect of this role is to actively monitor, assess and proactively address potential maintenance, compliance, and safety risks, and to contribute to long-term planning initiatives for infrastructure sustainability. The Assistant Manager will support the induction and training of staff, manage and supervise external contractors, and ensure works are completed efficiently, professionally, and in alignment with Bacchus Marsh Grammar's high standards. The occupant of the position would provide advice and assistance to the Senior maintenance officers at each campus and provide the Buildings, Grounds and Maintenance Manager with regular updates on work schedules and management of OH&S issues.

In addition to daily operational management, the Assistant Manager will have delegated authority to act in the Building, Grounds and Maintenance Manager's absence. As such, this role requires strong leadership, initiative, sound judgement, and excellent communication skills to liaise with a wide range of internal and external stakeholders.

The Assistant Manager will also be an advocate for Bacchus Marsh Grammar's values, demonstrating a commitment to child safety, environmental responsibility, continuous professional learning, and operational excellence.

### KEY DUTIES & TASKS

#### 1. Leadership and Operations

- Support the Building, Grounds and Maintenance Manager in supervising, coaching, and guiding grounds and maintenance teams across all campuses.
- Act as the first point of contact for day-to-day operational matters.
- Coordinate the work allocation for Senior Grounds and Maintenance Officers and campus-based teams.
- Oversee daily schedules and task prioritisation, ensuring effective resource utilisation.
- Oversee the management of minor projects and capital works under guidance of the Manager.



- Conduct campus walkthroughs to proactively identify maintenance, grounds, and OH&S issues.

**2. Staff and contractor supervision**

- Provide operational leadership and mentoring to Senior Grounds and Maintenance Officers.
- Support with inductions, onboarding and ongoing training of new team members.
- Liaise directly with contractors for minor works, ensuring completion to school standards.
- Assist the Manager with contractor compliance, safety checks, and site supervision.
- Maintain rosters and cover urgent staffing requirements as necessary.

**3. Administrative Support**

- Contribute to developing maintenance schedules and preventive maintenance plans.
- Maintain accurate reporting of maintenance works, contractor activities, and risk issues.
- Support budgeting processes by providing quotes, sourcing supplies, and managing minor purchasing.
- Assist in maintaining the asset register for grounds, buildings and equipment, keep AssetWhere information up to date.

**4. Occupational Health and Safety**

- Assist the Building, Grounds and Maintenance Manager in overseeing and reviewing all OH&S policies and procedures relevant to the Grounds and Maintenance Department, ensuring they align with school-wide safety standards and regulatory requirements.
- Take a proactive role in inducting maintenance staff and contractors on safe manual labour practices and the correct use of equipment, ensuring compliance with OH&S protocols and that all personnel wear the appropriate Personal Protective Equipment (PPE).
- Lead the ongoing development, implementation, and maintenance of safe operating procedures for equipment, buildings, and vehicles, ensuring that safety practices are continually updated in line with best industry standards.
- Monitor and stay informed about OH&S regulations, including those relating to hazardous substances, environmental impacts, water safety, and noise control, and ensure these regulations are strictly adhered to across all maintenance operations.
- Foster a culture of safety and professionalism within the team, maintaining high ethical standards and ensuring that all activities are carried out with respect for the safety and well-being of both staff and the wider school community.
- Maintain good ethics and professionalism that will earn respect of all customers and work colleagues.

**5. Child Safety**

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

**6. Managing Self & Professional Skills**

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

**7. Working with People**

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.



## **8. Other duties**

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

## **ORGANISATIONAL RELATIONSHIPS**

**Reporting directly to:** Buildings, Grounds and Maintenance Manager. This position will have a secondary reporting line to the Business Manager

### **Direct reports to this position:**

- 3.0 FTE Senior Maintenance grounds Officers (Maddingley, Woodlea, Staughton Vale);
- 4.0 FTE Grounds and Maintenance Officers (Staughton Vale);
- 4.0 FTE Grounds and Maintenance Officers (Woodlea); and
- 10.0 FTE Grounds and Maintenance Officers (Maddingley);

**Internal Relationships:** All staff

**External Relationships:** Contractors, suppliers, etc.

## **WORK DIRECTION/ SUPERVISION**

- The incumbent will possess efficient knowledge and skill to provide independent customer service;
- Supervisory authority over all maintenance staff.
- Assist in monitoring and managing operational budgets and minor purchasing, under the direction of the Manager.
- Represent the Manager in meetings or when acting during his absence; and
- Exercise the highest degree of confidentiality, discretion, patience, tact and diplomacy at all times.

## **KEY SELECTION CRITERIA**

### **Qualifications/Licences**

- Relevant trade qualifications (e.g., Building, Carpentry, Horticulture, Electrical).
- Working with children check (employment card)
- National criminal history check.
- Current Australian Driver's License.

### **Essential Criteria**

- Demonstrated experience in a senior leadership position within a maintenance, facilities, or ground's role, leading a team of staff, ideally within an education and/or multi-site environment.
- Strong leadership experience with demonstrated ability in supervising and mentoring staff.
- Demonstrated ability to coordinate operational activities and manage multiple priorities.
- Experience in managing contractors and ensuring compliance with safety and service standards.
- Sound experience and knowledge of OH&S regulations and facility compliance requirements.
- Demonstrated strong organisational and problem-solving skills.
- High-level communication and interpersonal skills.
- Competence in using maintenance management software (or willingness to learn).

### *Desirable Criteria*

- First Aid, CPR, Anaphylaxis, and Asthma Management certifications.
- Experience supervising contractors and minor capital projects.
- Experience in a school environment.



---

## **AUTHORISATION**

### **PRINCIPAL APPROVAL**

\_\_\_\_\_ Date: \_\_\_\_\_  
**Debra Ogston, Principal**

### **STAFF AUTHORISATION**

I have read and agree to abide by the requirements of this position description.

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_