

## Position Description

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| <b>Position Title</b>         | <b>Maintenance Officer – Casual</b>   |
| <b>Department</b>             | Facilities and Services   |
| <b>Reports to</b>             | Manager, Administration and Operations – Springfield  |
| <b>Direct Reports</b>         | N/A   |
| <b>Purpose and Objectives</b> | <p>St Peters Lutheran College is the pre-eminent coeducational day school in Springfield.</p> <p>The position of Maintenance Officer is responsible for a wide variety of assigned maintenance activities; resolving assigned operational and/or safety concerns; assisting skilled trades with their duties; ensuring tools and materials are maintained in good working order; supporting the safe and efficient operation of College Facilities.</p> <p>Working under the supervision of Manager, Administration and Operations, you will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p>  |
| <b>Key Accountabilities</b>   | <ul style="list-style-type: none"> <li>• Demonstrates an understanding of College operations and how Springfield Corporate Team and Facilities Shared Services operate and deliver within these constraints.</li> <li>• Perform tasks requiring physical activity (trenching for exposure of buried services, postal/package delivery, manual handling, sweeping, leafblowing/clearance, general tidying, use of tools and equipment) as assigned by the Operations Manager.</li> <li>• Competent with powered/ unpowered hand tools.</li> <li>• Repairs furniture and building system components for the purpose of ensuring a safe working condition.</li> <li>• Undertakes a wide variety of reactive maintenance activities and works with stakeholders to minimise disruption to College operations.</li> <li>• Responds to emergency situations as directed by the Operations Manager during and after hours for the purpose of resolving immediate safety concerns.</li> <li>• Pays attention to details that contribute to a positive experience delivered by the Springfield Corporate Team / Facilities Shared Services.</li> <li>• Support groundskeeping duties as required, including general upkeep of outdoor areas, in collaboration with the Groundsman and wider Facilities Services.</li> <li>• Raises with the Operations Manager any opportunities, continuous improvement or roadblocks to develop positive relationships with stakeholders, including proposals for potential solutions.</li> <li>• Schedules and prioritises tasks, adapting to changing priorities and working under time constraints; working under limited supervision following standardized practices and/or methods.</li> </ul> |



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|                           | <ul style="list-style-type: none"> <li>• Prepares documents and electronic reports (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.</li> <li>• Work closely with all members of the Facilities Shared Services and contribute positively to the culture of the College.</li> <li>• Regularly participates and contributes to maintenance team toolbox talks and safety training in collaboration with the Operations Manager and Facilities Shared Services.</li> <li>• As directed by the Operations Manager and Facilities Shared Services works closely with Facilities Maintenance Contractors and Vendors.</li> <li>• Undertakes duties commensurate with technical competence relating to the maintenance of College buildings and facilities.'</li> <li>• As appropriate, maintains technical registrations, licenses and training relevant to the role.</li> </ul>   |
| <b>Selection Criteria</b> | <p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p><b>Experience and qualifications</b></p> <p><b>SC 1:</b> Technical qualifications in a related discipline(s) and proven working knowledge of buildings and facilities maintenance and/ or an equivalent combination of relevant experience and education/training. While not essential, prior experience in Prep to Year 12 education buildings and facilities would be highly desirable.</p> <p><b>Knowledge, skills and capabilities</b></p> <p><b>SC 2:</b> Demonstrated experience and a contemporary working knowledge of buildings and facilities, ideally across a broad range of asset and facility types (Education, Performing Arts, Sports, Aquatic, Boarding) preferred.</p> <p><b>SC 3:</b> Proven ability to manage workloads and engage diverse stakeholders: to meet the demands of competing priorities as it relates to operational agreements, to achieve realistic outcomes within agreed timeframes and communicate changes to schedules/milestones and escalate issues as required.</p> <p><b>SC 4:</b> Demonstrated ability think outside the box, to identify opportunities for improvements as and translate into benefits for safety, service, quality and cost.</p> <p><b>SC 5:</b> Proven record to build relationships with diverse stakeholders, employing effective written and oral communication and customer service skills to enable collaborative delivery of outcomes.</p> <p><b>SC 6:</b> Proven record to deliver in full on time using a range of organisational and time managements techniques.</p> <p><b>Personal capabilities</b></p> <p><b>SC7:</b> Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.</p> |



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|  | <p><b>SC8:</b> Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values.</p> <p><b>Christian Ethos</b></p> <p><b>SC9:</b> An understanding of, respect and demonstrable support for the College's Christian ethos.</p> |
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| Job Details                    |  |
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| <b>Position Status</b>         | Casual   |
| <b>Hours of Duty</b>           | Hours of work will vary and are dependent on operational requirements.   |
| <b>Classification</b>          | Schedule 11 – Level 1  |
| <b>Hourly Rate</b>             | <p>\$38.80 per annum plus Superannuation.</p> <p><b>Terms and Conditions</b> – Please refer to the Employment Contract, which may or may not include reference to the <a href="#">Queensland Lutheran Schools Single Enterprise Agreement 2024</a>.</p>  |
| <b>Superannuation</b>          | 12.75% employer contribution from 1 July 2025  |
| <b>Location</b>                | St Peters Lutheran College Springfield<br>42 Wellness Way, SPRINGFIELD QLD 4300  |
| <b>Professional Behaviours</b> | <p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.</p> |
| <b>Child Protection</b>        | <p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>   |
| <b>Health &amp; Safety</b>     | <p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>           |



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| <b>Policies &amp; Procedures</b>  | Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.   |
| <b>Compliance Requirements</b>    | <p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>   |
| <b>Other Relevant Information</b> | <p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p> |
| <b>Further Information</b>        | Further information about St Peters can be found at <a href="http://www.stpeters.qld.edu.au">www.stpeters.qld.edu.au</a>  |