



SUCCESS PROFILE – Maintenance and Logistics Tradesperson

Setting your career for success at Geelong Grammar School

ROLE TITLE:		Maintenance and Logistics Tradesperson
DIVISION:		Operations & Shared Services
CAMPUS:		Corio
REPORTS TO:		Responsive Maintenance Team Leader
DIRECT REPORTS:		Not Applicable
EMPLOYMENT STATUS:	Tenure	Full Time Ongoing
	Hours	40 hours per week and an RDO every four weeks
	Working Weeks	Standard 52 Weeks 48 working weeks, 4 weeks annual leave
CLASSIFICATION:		Operational Salary Scale General A3

THE ROLE

General Description and Role Purpose

The Facilities Department at Corio campus is responsible for maintaining, servicing and developing the physical amenities of the campus. It carries out a range of functions including building and services maintenance, farm, gardens, grounds maintenance and development, waste removal and traffic management, capital works projects, event and logistics support.

The primary objectives of the Maintenance and Logistics Tradesperson is to lead the delivery of event and logistical support within the Facilities department and to work as part of a multidisciplinary team who undertake maintenance and renewal tasks to buildings and assets, ensuring they are maintained to the highest standards and a safe environment for all students, staff and visitors.

Key Responsibilities/Accountabilities

The Maintenance and Logistics Tradesperson is responsible for:

- Supporting the Facilities and Events Coordinator in coordinating a small team in the successful delivery of regular events and set-ups throughout the Campus. Delivering, setting up and dismantling infrastructure such as BBQ's, staging, whiteboards and furniture.
- Ensuring the completion of logistics tasks such as general deliveries involving manual handling and conducting energy meter readings.
- Maintaining Facilities Dept storage facilities and compound in relation to goods and material storage, waste management, safety and security.
- Cleaning of event equipment and fleet vehicles, including reporting on maintenance issues and service requirements.
- Working as part of the Facilities Maintenance team to maintain buildings and assets through the use of tools and workshop machinery. Including but not limited to the service, repair, duplication or manufacture of various building and asset components to a high standard and within reasonable budget and time constraints.
- Undertaking inspections of buildings and assets to identify faults and reporting on findings to ensure faults are rectified in a timely manner.



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- Liaising with and supporting other members of the Facilities team in the coordination of relevant work with external support (contractors).
- Competently utilising the department's facilities management software in the management of hazard control, workflow, time and procurement.
- Assisting to review and continuously improve operational processes including OHS. Ensuring the effective and efficient use and implementation of these processes.
- Developing effective working relationships by ensuring a customer focused service when working closely with the stakeholders, management, various departments of the School and the School's Contractors.
- Ensuring that all procurement requirements adhere to the financial and procurement protocols and processes of the School.
- Being available to undertake occasional after hours (overtime) work in emergency, urgent situations or events.
- Committed to the rigors of the School's [Light Blueprint](#)

Out of hours contact/ other role requirements

- The incumbent may occasionally be required to work additional hours to support School events or respond to high priority maintenance issues or breakdowns.

Physical, Environmental and Psychosocial requirements

PHYSICAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Mobility	Ability to move around the workplace, including stairs and uneven ground	☐	☐	☒	☐
Mobility Endurance	Hiking across rugged, uneven, steep or slippery terrain, often while carrying a pack	☐	☐	☐	☒
Sitting /Standing	Capacity to sit or stand for extended periods	☐	☐	☒	☐
Manual Handling	Ability to lift/carry items up to 15 kg (role-specific) Loading trailers, including lifting above shoulder height. Pushing/pulling heavy items such as bike trailers, boats, stretchers Setting up and packing down large equipment	☐	☒	☐	☐
Operate Vehicles	Operate vehicles, occasional towing and reverse trailers. Operate a forklift and elevated work platform once accredited. or heavy machinery Drive long distances on both sealed and unsealed roads, often with limited breaks Towing and reversing trailers of various sizes	☐	☐	☒	☐
Work at Heights	Using ladders, scaffolding or other objects	☐	☒	☐	☐
Fine Motor Skills	Use of tablet, keyboard, writing instruments, equipment	☐	☐	☒	☐
Visual Capacity	Reading screens, documents, and observing surroundings	☐	☐	☒	☐
Auditory Capacity	Communicating in person/phone, responding to alarms	☐	☐	☒	☐
Water-based Activities	Paddling canoes, kayaks, or rafts Carrying boats and gear around water access points	☐	☐	☐	☒



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	Working in wet environments (eg Rivers or rainy weather)				
Fatigue Capacity	Working non-business hours shifts Overnight supervision of students Being on-call Possible sleep disruption	☐	☐	☐	☒
Travel	Off-site travel	☐	☒	☐	☐
ENVIRONMENTAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Noise Exposure	Working in moderate noisy environments	☐	☒	☐	☐
Workspace Layout	Open-plan or shared workspace	☐	☐	☒	☐
Screen-Based Work	Prolonged computer use	☒	☐	☐	☐
Biological/Chemical Exposure	Exposure to cleaning agents, laboratory materials (if applicable)	☒	☐	☐	☐
Shift or Extended Hours	Work outside standard hours (if applicable)	☐	☒	☐	☐
Outdoor work	Work in hot, cold, wet conditions	☐	☒	☐	☐
Working alone	Work alone or in isolation	☐	☒	☐	☐
Confined Spaces	Work in confined spaces where only one egress (escape route) exists	☐	☐	☐	☒
PSYCHOSOCIAL	Expectation	Rarely	Occasional	Frequent	Not Applicable
Interpersonal Engagement	Regular interaction with staff, clients, students or stakeholders	☐	☐	☒	☐
Emotional Regulation	Managing conflict, sensitive matters, or distressed individuals	☐	☒	☐	☐
Workload Management	Managing competing priorities and deadlines	☐	☐	☒	☐
Change Adaptability	Responding to operational change	☐	☐	☒	☐
Decision-Making	Exercising judgment within delegated authority	☐	☐	☒	☐
Confidentiality	Handling sensitive or personal information	☒	☐	☐	☐
Autonomy	Working independently with accountability	☐	☐	☒	☐
Resilience	Managing pressure, ambiguity and intensity	☐	☒	☐	☐

THE PERSON – Key Selection Criteria

Knowledge/Skills/Qualifications | *What you need to KNOW*

Knowledge / Skills:

- Demonstrated relevant industry-based experience and qualifications (trade qualification). Example: Cabinet Maker, Joiner, Plasterer, Tiler, Painter, Bricklayer.
- Relevant experience and the ability to work as part of a multidisciplinary team and on occasion to coordinate the work of a small team.



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- Demonstrated understanding of and experience ensuring compliance with relevant BCA and OH&S regulations and practices with the facilities maintenance and/or construction industry.
- Well-developed interpersonal and communication skills with a proven ability to create and deliver a customer focused environment.
- Excellent organisational, administrative and time management skills, including the ability to set priorities and work independently in a multi-task environment within associated timelines.
- Proficiency with the Microsoft Office Suite of programs.
- The ability from an OH&S perspective to fulfil the physical requirements inherent within the role. (A pre-employment medical may be required).

Qualifications:

- Current driver license is essential to the role
- A license to perform high risk work (work platform, forklift).
- The ability to undertake First Aid training and provide immediate First Aid, if required.

Personal Attributes/Attitude | *Who you ARE*

- Courageous
- Curious
- Compassionate
- Civil
- Connected

Competencies | *How you behave and what you CAN DO*

- Demonstrates exemplary ethical standards
- Acts with integrity
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose
- Committed to evidence-based practice (substantiation)

WORKING AT GGS

- The Success Profile (SP) should be read in conjunction with the School's Light Blueprint, individual performance and development plan, employment contract or relevant agreement etc.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected.
- Geelong Grammar School is committed to the safety of all students and has a zero tolerance of student abuse.
- Geelong Grammar School is committed to providing a safe and healthy environment. All Employees, contractors, students, volunteers, and visitors share a mutual responsibility to adhere to safety guidelines and contribute to this safe environment, in accordance with the *Occupational Health and Safety Act 2004 (Vic)*.



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- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and a National Police Check, or current VIT registration.
- Where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.

Reviewed by:	Maintenance Supervisor - Facilities
Approved by:	Employee Engagement
Effective Date:	14 August 2026