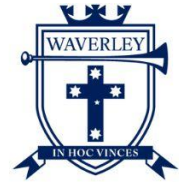


WAVERLEY CHRISTIAN COLLEGE

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ABN: 48 847 153 961 Reg No: A0016722X



Position Description

Position:	Property Manager
Campus:	Narre Warren South
Employment Status:	FTE 1.0
Reports Directly To:	Head of Campus (NWS)

Role

To be responsible for the ongoing maintenance of the buildings and grounds at the NWS Campus.

Ministry Specifications

Maintenance of the buildings and grounds

- Maintenance work as required
- Oversee grounds maintenance and personnel
- Liaise with professional contractors who undertake work on the buildings, grounds and equipment
- Assistance with Building Projects, as required
- Acquire a working knowledge of system operations e.g. telephone, air-conditioning, security
- Plan and implement regular maintenance schedule for equipment, buildings and grounds
- Arrange contracts for major repairs and for new equipment
- Oversee the school's security systems and procedures
- Organise and oversee cleaning, personnel and supplies
- Maintain fire safety plan, security plans, and emergency services plans. Update as necessary with statutory requirements.
- Assist with ensuring the College complies with all OHS guidelines including audits
- Advise the Property Manager of relevant Occupational Health and Safety issues
- Oversee and assist in traffic control
- Oversee working bees - personnel, jobs, equipment (additional paid time on Saturdays)
- Security Call outs as required
- Provide advice to staff on maintenance related matters
- Assistance with electrical testing, as required

Maintenance of the school vehicles

- Co-ordinate scheduled services and safety checks (where required) for all vehicles
- Oversee regular cleaning of buses
- Arrange repairs as necessary

General

- Possess a basic knowledge of ICT
- Actively pursue best practice in the area of responsibility
- Provide maintenance support with other duties as required

Persons responsible to the Maintenance Manager

Maintenance Personnel; Cleaning Personnel; and Maintenance/Service Contractors

Inherent Requirements of the Role

Property Services Staff

- Contribute proactively to a culture of child safety
- Lifting or carrying heavy items (assisted and unassisted)
- Standing tasks requiring twisting and turning
- Extended periods of physical labour
- General Computer use
- Ability and licence to drive College cars
- Occasional travel between campuses
- Working with chemicals
- Bending, kneeling, digging, raking, pruning etc.
- Using manual and electrical tools
- Standing/walking for extended periods
- Using a ladder safely – climbing and working from heights
- Using a ride on and push mower
- Able to work in an outdoor environment and differing weather conditions

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

Administration / Duties

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function
- Working Bees

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.