



Position Description

Position Title	Maintenance Officer – Skilled Trades Person (Carpenter)
Department	Facilities & Services
Reports to	Maintenance Team Leader
Direct Reports	N/A
Purpose and Objectives	The Maintenance Officer – Skilled Trades Person has responsibilities for the maintenance and repair of the buildings, facilities and assets within their trade accredited skills and competence. Reporting to the Maintenance Team Leader, the Maintenance Officer – Skilled Trades Person plays a crucial role within a dynamic team dedicated to maintaining St Peters Lutheran College's buildings, facilities and assets. The role is integral to ensuring the smooth operation of the College's activities and requires close collaboration with various members of the Facilities and Services team, stakeholders (customers) and contributing directly to the department's annual Business Plan and the broader objectives of the Corporate Services Team. Key to the success of this role is: • Ability to quickly understand the issues/problems/faults identified by stakeholders and/or colleagues and to develop the appropriate rectification • Produce high quality outcomes that contribute to the continuous improvement of the stewardship of the College buildings, facilities and assets • Build and maintain professional relationships with diverse internal stakeholders and the wider community • Proactive, open and approachable communication style • Work independently and as part of a team under the direction of the Maintenance Team Leader • Maintain relevant trade certifications, licences and tickets • Personal development and training as part of personal performance goals and completing training identified through the Facilities Team Training Plan Other requirements: • Current Blue Card • Possession of a current open Queensland Driver's Licence
Key Accountabilities	Day-to-day operational services Key Focus Areas: • Carry out a wide range of planned and reactive maintenance activities while collaborating with stakeholders to minimise disruption to College operations. Seek and respond to feedback during and after works. • Maintain a high standard of workmanship, paying close attention to detail to ensure quality finishes and a positive experience for stakeholders. • Identify and report opportunities for improvement, issues, or barriers to the Maintenance Team Leader, including practical solutions to enhance stakeholder



Position Description

	relationships. • Prioritise and respond to Service Requests (F11s) with support for work allocation by the Maintenance Team Leader and/or Facilities Administrator. • Undertake general trade related tasks including installation, repair, and maintenance assets. • Assist colleagues and contractors with maintenance projects and technical tasks where required. • Assist with other College operational and event-related duties as directed by the Maintenance Team Leader • Perform physically demanding duties such as material handling, minor demolition, site preparation, and general maintenance activities. • Maintain accurate records of work completed using the Service Request (F11) system and collaborating with the Records & Systems Support Officer to continuously improve records and information management. • Respond to urgent and emergency maintenance situations, including after-hours work when required. Workplace Health & Safety Key Focus Areas: • Take reasonable measures to protect their own health and safety, and that of others. • Follow College Health and Safety policies, guidelines and directions. • Be accountable for the operational management of safe work practices in their area, including ensuring that appropriate resources and information are available to team members. • Wear required PPE • Report faults or defects immediately and tag out unsafe equipment • Identify workplace hazards and apply risk control measures • Participate in risk assessments and toolbox talks • Follow Safe Work Method Statements (SWMS) and safety data sheets (SDS) when using chemicals • Follow correct manual handling techniques • Report all hazards, near misses, injuries and incidents • Ensure work areas are cordoned off appropriately to prevent access to the work area by unauthorised staff, students and other members of the College community
Selection Criteria	The selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. SC1 - Qualifications/Experience • Technical qualifications in a related discipline and relevant experience buildings and facilities maintenance or an equivalent combination of relevant experience and education/training. While not essential, prior experience working with P-12 education buildings and facilities would be highly desirable. • Certificate III (CPC30220) in carpentry is desirable, a carpentry license from a Registered Training Organisation (RTO), or a time served apprenticeship. Construction White Card is required. QBCC License not required.



Position Description

	SC2 – Technical Skills - Proven track record and competence to maintain and repair a diverse range of buildings, facilities, and assets - Proven track record and competence to restore, renovate, fabricate and install minor assets. Good knowledge and experience of buildings and facilities across a broad range of asset and facility types (Education, Performing Arts, Sports, Aquatic, Boarding) preferred SC3 – Communication - Good verbal and written skills and is able to articulate technical issues with a diverse stakeholder group - Demonstrated customer service experience and ability to problem solve - Stakeholder communication: demonstrated experience of liaising with different stakeholders whilst performing their duties. SC4 – Physical Awareness - Possession of a reasonable level of physical fitness to perform the inherent duties of the role including manual handling tasks. - Pride in personal appearance, cleanliness and demeanour, including wearing the College-provided uniform. SC5 – Personal capabilities - Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct. - Demonstrated commitment to reach their own potential (Plus Ultra) and in manner that aligns with the College's strategic and operational objectives and values. SC6 – Christian Ethos - An understanding of, respect and demonstrable support for the College's Christian ethos.
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Job Details		
Position Status	Permanent, Full Time	
Hours of Duty	Average 76 Hours per fortnight Ordinary Hours 7:00AM to 4:00PM, Monday to Friday One RDO per month	
Classification	Schedule 11 Level 3 Or 4	
	Level 3	Qualified and no Supervision
	Level 4	Qualified and Supervising a Trades Assistant



Position Description

Job Details	
Annual Salary	In addition to the remuneration prescribed under the applicable Enterprise Agreement, the College may negotiate the final salary based upon a person's skills and experience Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024.
Superannuation	12.75% employer contribution
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
Professional Behaviours	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. 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.
Child Protection	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. Employees must understand and adhere to the College's Child Protection Policy and Procedures.
Health & Safety	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. If in a leadership position, additional accountability for operational management of safe work practices in their area. Includes making appropriate resources, information and training available to their team members.
Policies & Procedures	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.
Compliance Requirements	Right to work in Australia. Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role. Open C-Class Manual licence is preferred.



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Other Relevant Information	The College will conduct relevant and required applicant checks which include and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. 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. 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. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

September 2026