

# WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961  
Reg No: A0018722X

## Position Description

**Name:**

**Position:** Maintenance Assistant

**Campus:** Wantirna South

**Employment Status:** FTE 1.0

**Reports Directly To:** Maintenance Manager

## Ministry Specifications:

### Maintenance of the buildings and grounds

- Maintenance work and grounds work as required
- Regular maintenance schedule for equipment, buildings and grounds
- Oversee working bees - personnel, jobs, equipment
- Cleaning duties and supply ordering
- Security of school

### Maintenance of the school vehicles

- Assist with weekly safety checks
- Assist with regular cleaning of vehicles
- Arrange repairs and services as directed

### General

- Moving furniture and equipment
- Traffic control
- Set up, maintain and trouble shoot various Audio Visual, Sound, computer and other electrical equipment
- Assistance with Building Projects
- Other general duties
- To actively pursue best practice in the areas of responsibility

## Inherent Requirements of the Role

### Property Services Staff

- 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 to the Bursar and Property Manager as soon as possible

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.