



POSITION DESCRIPTION

Facilities and Maintenance Officer

August 2024

POSITION OBJECTIVES

Work collaboratively within the Facilities & Maintenance team, and other staff to support the day to day operations of the College in a safe and presentable manner.

This position reports to the Property Manager through the Team leader.

KEY RESPONSIBILITIES

Leadership	<ul style="list-style-type: none"> • Support the achievement of the College vision and goals. • Contribute to establishing and maintaining a supportive school environment. • Be punctual, use appropriate language, maintain your personal appearance and show consideration towards others to uphold the St Kevin's reputation.
Facilities & Maintenance officer	<ul style="list-style-type: none"> • Respond to maintenance requests received from the online reporting System MyMaintenance and/or other methods of communication. • Contact for deliveries to the campus and move deliveries received to their intended locations as required. • Be an additional point of contact with cleaning staff and supervisors and notifying cleaning issues. • Basic repair and general maintenance to ensure that facilities are maintained in a safe and presentable condition. The facilities include, but are not limited to, playing fields, practice wickets, tennis courts, internal roads, walkways, signage, gutters, drains, carparks, pavilions and buildings and garden beds. • Maintain the Workshop and workshop machinery and equipment. • Responsible for ensuring safe work practices including the correct usage, maintenance, servicing and storage of machinery, tools and equipment. • Coordination and fabrication of minor works projects as requested by the Team Leader, Property Manager. • Liaise with contractors for electrical, mechanical, plumbing and cleaning issues, as delegated by the Team Leader. • Point of contact for visiting maintenance contractors, as delegated by Team Leader, oversee sign in process and ensure they maintain a safe working environment whilst onsite, and assist with access around the campus as required, until their departure. • Purchase and maintenance of inventories of recurrent items for use in the maintenance area. • Maintain Safety Data Sheets and other compliance requirements, such as Safe Work Method Statements (SWMS). • Working across multiple work locations, may be required to attend all campuses as directed. • Assist with moving of equipment & furniture as required, including but not limited to teaching literature, marquees, BBQ's, staging, props and sports equipment.

POSITION OBJECTIVES

Work collaboratively within the Facilities & Maintenance team, and other staff to support the day to day operations of the College in a safe and presentable manner.

KEY RESPONSIBILITIES

Building and maintaining relationships	<ul style="list-style-type: none">• Maintain open communication channels with the Team leader, Property Manager and Director Finance & Operations.• Work collaboratively with all Departments within the College.
Child Safety	<ul style="list-style-type: none">• Be familiar with and comply with the College's child-safe policies and procedures and code of conduct, which appear on the St Kevin's staff Portal.• Assist in the provision of a child-safe environment for students• Demonstrate duty of care to students in relation to their physical and mental wellbeing.
General Duties	<ul style="list-style-type: none">• Abide by the St Kevin's Code of Conduct.• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.• Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.• Be available on-call 'out of school hours' for emergency situations that may arise• Other duties as directed by College Senior Management Team.• The College reserves the right to alter this position description as required to reflect emerging priorities, in consultation with affected staff.

SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and the mission and vision of the College.
Commitment to Child Safety	<ul style="list-style-type: none">• A demonstrated understanding of child safety and appropriate behaviours when engaging with children.• Be a suitable person to engage in child-connected work.• Must hold or be willing to acquire a Working with Children Check Card and must be willing to undergo a National Police Record Check.
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none">• Drivers licence.• Basic computer skills, managing emails, scanning documents.• First Aid certificate.• Anaphylaxis Awareness training. <p>Desirable:</p> <ul style="list-style-type: none">• Experience using a Facilities & Maintenance system to receive and respond to maintenance requests.
Skills and Attributes	<ul style="list-style-type: none">• Ability to work as part of a team with the ability to cultivate credibility, respect and honesty.• Presents a professional and positive demeanour and is a solution orientated person.• Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility• Proven ability to think creatively• Strong collaboration, conflict resolution, negotiation and persuasion skills• Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities• Ability and willingness to accept policy directives.